



## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 28 OF 2026**  
**DATE ISSUED 07 AUGUST 2026**

### 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: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the following post were advertised in Public Service Vacancy Circular 27 dated 31 July 2026, Service Point Manager with Ref No SD/1/4/26/E, HCM Production Clerk Appointments with Ref No SD /1/32/26/E have been amended and should read as follows. Service Point Manager, no of posts per centre is amended from (X2 Posts) to (X1 Post), Centre: Macquassi Hills (X1 Post), Kagisano Lmolopo (X1 Post). The post of HCM Production Clerk: Appointment requirements have been amended: A valid driver's licence has been removed from the requirements as a requirement for the entry-level post. We apologise for any inconvenience caused.

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## ANNEXURE A

## DEPARTMENT OF AGRICULTURE (DOA)

**CLOSING DATE**  
**NOTE**

: 24 August 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, 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 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: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. 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. Failure to disclose relevant information may result in disqualification or termination.

**ERRATUM:** The Department of Agriculture wishes to inform the public about the withdrawal of the advertisement for two (02) positions. Chief Director: Cooperatives Development with Ref No: 3/3/1/67/2025, advertised in the Public Service Vacancy Circular 11 dated 27 March 2026, and Scientific Technician Production Grade A with Ref No: 3/3/1/37/2026, advertised in the Public Service Vacancy Circular 18 dated 29 May 2027. The Department likes to apologise for any inconvenience this withdrawal might cause.

**OTHER POSTS**

|                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 28/01</u></b>             | : | <b><u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/66/2026</u></b><br>Directorate: Stakeholder and Intergovernmental Relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>                 | : | R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>                 | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b>           | : | Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at junior management level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act. Knowledge on Departmental transversal system (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Knowledge of legislation, policies and procedure: The Constitution, Good governance and Batho-Pele principles, Public Finance Management Act, Public Service Regulations, Government decision making processes, Government systems and structures. Job related skills: Planning and organising skills. Analytical skill. Document management skills. Office management skills. Financial Management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                 | : | Manage the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administration support services. Coordinate the development/reviewal of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly, and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administration policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resources support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr Chris Khonkwane at (069) 007 9989<br>Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:DDASrecruit66@nda.gov.za">DDASrecruit66@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>                   | : | EE Target: African Female and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/02</u></b>             | : | <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/3/1/67/2026</u></b><br>Directorate: Demand and Acquisition Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>                 | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>                 | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b>           | : | Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management/ Supply Chain Management/ Public Management (NQF Level 6). Minimum of 3 years' supervisory level in Asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Management. Job related knowledge: Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Broad Based Black Economic Empowerment. LOGIS (Logistic Information Systems). BAS (Basic Accounting System). BAUD (Asset Register System) Modified Cash Standards. Accounting Manual for Departments. Job related skills: Leadership skills. Management skills, Computer skills, Project Management skills and a valid driver's license.

**DUTIES** :

Promote correct implementation of sound asset management practices. Inform, guide and advise departmental employees on asset management matters. Contribute to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Monitor and review the progress of the asset verification. Compile and manage the asset verification in the Department. Capture asset information on the inventory list (room list) of the asset holder and in the relevant registers. Issue assets and inventory list (room list) list of asset holders. Ensure the movement of assets in the register. Monitor assets for physical condition, utilization functionality and financial performance. Manage the bar coding of all movable assets. Approve of the movable asset register updates. Manage the disposal of assets in the department. Manage the disposal and transfer of assets process in the department. Supervise the receipt and issue of all movable assets in the department. Perform quantity and quality control. Ensure that assets are removed from the register after approval. Compile memorandums and reports on the disposals to the Disposal Committee. Ensure correct financial reporting. Manage the additions and reconciliation process between BAS and the Asset Register. Ensure journals are requested to amend misclassifications. Prepare financial information for financial statement purposes. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisors regarding all aspects of the work. Manage performance, conduct and discipline of supervisors. Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

**ENQUIRIES** : Ms R Goolam Tel No: (012) 312 8395

**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [ADAMrecruit67@nda.gov.za](mailto:ADAMrecruit67@nda.gov.za)

**NOTE** : EE Target: African Male and Coloured Male and Persons with disability.

**POST 28/03** : **SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 3/3/1/70/2026**  
Directorate: Demand and Acquisition Management

**SALARY** : R413 001 per annum (Level 08)

**CENTRE** : Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 2 years' experience in Demand Management and Acquisition Management environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policies. Job related skills: Computer literacy. Interpersonal skills. Administrative skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team. Working under pressure. A Valid drivers' license.

**DUTIES** : Administer departmental requests: Source quotations. Compile comparative schedule. Check compliance. Implement and maintain effective systems and procedures for supplier's registration and accreditation: Guide and assist with the registration and accreditation of suppliers databased of National Treasury. Administer budget and administrative tasks for bid committee division: Source proposal from suppliers. Manage the invitation of quotation from the database and update the database for suppliers. Draft and package the submission to the Bid Committee for proposal. Prepare comparative schedule in terms of the preferential procurement policy. Framework Act and regulations. Maintain an efficient and effective system of procurement of goods and services: Compile

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|                            |   | reports. Manage the spreadsheet of the request: Compile a spreadsheet. Update and distribute spreadsheet to clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Ms R Goolam Tel No: (012) 312 8395                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SSCPDMrecruit70@nda.gov.za">SSCPDMrecruit70@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | EE Target: African Male and Female and Coloured female and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/04</u></b>   | : | <b><u>SENIOR SUPPLY CHAIN PRACTITIONER: BIDS REF NO: 3/3/1/69/2026</u></b><br>Directorate: Demand and Acquisition Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Degree/National Diploma in Purchasing Management/ Supply Chain Management/ Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 2 years' experience in Demand Management and Acquisition Management environment. Job-related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policies. Job-related skills: Computer literacy. Interpersonal skills. Administrative skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team. Working under pressure. A valid diver's license.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Implement standard operating procedures, SC policy and delegations of authority in bids unit: Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render Bids administration: Render advisory and secretariate services to appointed specification and bid evaluation committee meetings. Prepare bud documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance checks on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on Bids: Provide weekly reports on progress of projects. Update the bid register. Undertake all administration functions required with regard to financial and human resource administration: Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan. |
| <b><u>ENQUIRIES</u></b>    | : | Ms R Goolam Tel No: (012) 312 8395                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SSCPBrecruit69@nda.gov.za">SSCPBrecruit69@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | EE Target: African Male and Female and Coloured female and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/05</u></b>   | : | <b><u>SENIOR SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: /3/1/68/2026</u></b><br>Directorate: Demand and Acquisition Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistic Management/ Supply Chain Management/ Public Management (NQF Level 6). Minimum of 2 years' experience working in Asset Management. Job-related knowledge: Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Knowledge of Departmental SCM procedures and policy. Knowledge of Asset management prescripts and procedures. Job related skills: Communication skills (verbal and written), Management skills, Interpersonal skills, Organising skills, Teamwork, Working under pressure, LOGIS, A valid driver's license.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Ensure effective management of assets. Conduct training in assets management. Provide support to client offices. Ensure compliance with Departmental asset management policies and procedures. Maintain the departmental asset register. Compile and maintain asset register in the Department. Ensure bar coding of assets. Capture newly acquired asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

according to the set standard. Ensure movement of assets is properly recorded and processed. Retire assets from the asset register due to disposals, thefts and losses. Reconcile between asset register and BAS on monthly basis. Ensure effective filling system of all asset management records. Perform assets verification and spot checks. Verify assets of the Department annually. Ensure spot checks quarterly. Reconcile assets on the floor with the asset register according to the verification plan. Identify obsolete and redundant assets for disposal as per standards. Recommend redundant assets for disposal. Maintain the barcoded asset system/register. Ensure that all procured assets are barcoded for identification purposes. Keep proper register for barcoding. Conduct backups. Provide monthly, quarterly and annual reports for financial reporting.

**ENQUIRIES  
APPLICATIONS**

: Ms R Goolam Tel No: (012) 312 8395  
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SSCPAMrecruit68@nda.gov.za](mailto:SSCPAMrecruit68@nda.gov.za)

**NOTE**

: EE Target: African Male and Female and Coloured female and Persons with disability.

**POST 28/06**

: **SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: 3/3/1/71/2026**  
Directorate: Demand and Acquisition Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R338 106 per annum (Level 07)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistic Management / Supply Chain Management / Public Management (NQF Level 6). 1 year experience working in Asset Management. Job related knowledge: Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Knowledge of Supply Chain Management and Government Asset Policy. Knowledge of BAS systems. Knowledge of LOGIS (Asset Register). Job related skills: Communication skills (verbal and written), Supervisory skills, Good interpersonal relations skills, Time management skills, Organizing and office administration skills, Computer Literacy, Report writing skills. Report writing skills, Teamwork, Working under pressure, Record keeping skills, People management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus skills and Computer literacy skills. A valid driver's license.

**DUTIES**

: Ensure effective management of assets. Conduct training in assets management. Provide support to client offices. Ensure compliance with Departmental asset management policies and procedures. Maintain the departmental asset register. Compile and maintain asset register in the Department. Ensure bar coding of assets. Capture newly acquired asset according to the set standard. Ensure movement of assets is properly recorded and processed. Retire assets from the asset register due to disposals, thefts and losses. Reconcile between asset register and BAS on monthly basis. Ensure effective filling system of all asset management records. Perform assets verification and spot checks. Verify assets of the Department annually. Ensure spot checks quarterly. Reconcile assets on the floor with the asset register according to the verification plan. Identify obsolete and redundant assets for disposal as per standards. Recommend redundant assets for disposal. Maintain the barcoded asset register. Ensure that all procured assets are barcoded for identification purposes. Maintain a proper barcode register. Administer the departmental asset register.

**ENQUIRIES  
APPLICATIONS**

: Ms R Goolam Tel No: (012) 312 8395  
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SCPAMrecruit71@nda.gov.za](mailto:SCPAMrecruit71@nda.gov.za)

**NOTE**

: EE Target: African Male and Female and White Male and Persons with disability.

**POST 28/07**

: **VETTING INVESTIGATOR REF NO: 3/3/1/72/2026**  
Directorate: Vetting, Screening and Special Investigation  
Re-advertisement, candidates who applied previously are encouraged to re-apply

**SALARY**

: R338 106 per annum (Level 07)

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| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of grade 12 Certificate. A Bachelor's Degree / National Diploma in Security Risk Management, Police Science and Policing (NQF6). Must obtain a Top Security Clearance within a year of appointment. Minimum of 2 years of experience in the field of security vetting. Job related knowledge: Knowledge on security vetting administration. Extensive knowledge in general administration. Job related skills: Communication skills, Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance to obtain additional information. Administer vetting files and reports. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Mandla Mnguni Tel No: (012) 319 7127                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:Vlrecruit72@nda.gov.za">Vlrecruit72@nda.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | EE Target: African Male and Female and Persons with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ANNEXURE B

**DEPARTMENT OF ELECTRICITY AND ENERGY**

***The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s).***

***Persons whose transfer/promotion/appointment will promote representativity 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.***

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare 012 406 7426.
- CLOSING DATE** : 24 August 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za/documents](http://www.gov.za/documents). It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to 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 submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualifications Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from [www.thensg.gov.za](http://www.thensg.gov.za). 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 administration of the recruitment process or possible employment and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.  
**ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 12 dated 10 April 2026, Deputy Director: Demand, Acquisition and Contract Ref No: DEE2026/001 and Administrative Officer: Demand Management Ref No: DEE2026/003; the post has been withdrawn due to the Department's Re-Organization Design Project.

#### MANAGEMENT ECHELON

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| <b><u>POST 28/08</u></b>   | : | <b><u>DIRECTOR: SOC GOVERNANCE AND LEGAL ASSURANCE REF NO: DEE2026/015</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum (Level 13), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate degree in Business Administration and/or Legal Studies at NQF level 7 recognised by the South African Qualifications Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Plus 5 years of experience at the middle/senior managerial level in Legal or Corporate Governance. Knowledge of: Legislative and policy prescripts relevant to the Department and its SOE's. Corporate governance as it applies to the public and private sector, Company law, PFMA, Project Management, Strategic Planning, Risk Management and strong legal background. Skills: Communication, Financial Management, Problem-solving and Analytical skills. Honesty and integrity; change management, strategic capability and leadership. Service delivery innovation, people management and empowerment. Thinking Demand: Information evaluation; decision-making, creativity, Tact, work individuality and in a group. |
| <b><u>DUTIES</u></b>       | : | Undertake the development of standardised SOC governance review and reporting instruments. Lead or partake in SOC governance assurance projects to assess compliance and enable DEE management structures to facilitate corrective action where required. Provide technical advisory services to executive management and the shareholder on the appointment and dismissal of SOC Board Members. Develop coordinate the implementation of the DEE's legal assurance policy regime and standardised legal instrument assurance framework for the SOC Group. Align existing and/or develop legal instruments for the governance of SOC's in the group. Draft legal opinions on the shareholder interface process with SOC Boards. Manage the Directorate.                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr James Dlamini Tel No: (012) 406 7577                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Vacancies1@dee.gov.za">Vacancies1@dee.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Females from all races, African, Indians, Coloured and White are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

#### OTHER POSTS

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| <b><u>POST 28/09</u></b>   | : | <b><u>ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER REF NO: DEE2026/016</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Diploma/ Degree in Public Administration at NQF Level 6 recognised by the South African Qualification Authority (SAQA), Experience in Government and/or NGO/CBO sector and advantage experience of Parliamentary/legislative process and advantage research as an added advantage. Knowledge of: Ministry operations, political and parliamentary process in South African Board. Knowledge and understanding of the functional areas covered by the executing authority's portfolio. Knowledge of public service policy and Energy Sector prescripts. Skills: Problem Solving, Communication (Verbal, written), Good organisational and interpersonal skills, computer and liaison skills. Thinking Demands: Creative, Strategic, Evaluation and decision making. |
| <b><u>DUTIES</u></b>       | : | Manage the administrative activities within the office of the executive authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render cabinet/executive council support service to the executive authority. Supervise employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Lindiwe Morwenyane Tel No: (012) 406 7676                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Vacancies2@dee.gov.za">Vacancies2@dee.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**NOTE** : Females from these races, Indians, Coloured and White are encouraged to apply.

**POST 28/10** : **ASSISTANT DIRECTOR: ENERGY STATISTICS REF NO: DEE2026/017**

**SALARY** : R605 742 per annum (Level 10)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Advanced Diploma/Degree in Statistics, Economics, Quantitative Management, Mathematics, Qualitative Management, Energy Studies and Datametrics at NQF Level 7 recognised by the South African Qualification Authority (SAQA), plus 3 years' relevant experience. Knowledge of: Energy industry, Data management, Project Management principles. Understanding data sourcing and collection technique (e.g. various sampling techniques that may be used to conduct different types of surveys), Data Quality Framework, Data and statistical analysis. Skills: Communication and interpersonal skills, Project Management and negotiation skills, Computer, Time Management and Statistical analysis skills. Thinking Demands: Rigorous non-corruption thinking, Analytical mindset and up to date with global issues regarding energy.

**DUTIES** : Collect all data and information required for planning and reporting from various data providers. Ensure proper storage, management and retrieval of data. Quality assurance and control of data. Compile monthly questionnaires/reports. Compile energy commodity flows for coal, electricity, petroleum products and natural gas. Provide managerial activities.

**ENQUIRIES** : Mr Thomas Mashapha Tel No: (012) 406 7550  
**APPLICATIONS** : Email to [Vacancies3@dee.gov.za](mailto:Vacancies3@dee.gov.za)  
**NOTE** : Males from these races, Indians, Coloured and White are encouraged to apply.

**POST 28/11** : **NUCLEAR ENERGY OFFICER: NUCLEAR SAFETY, LIABILITIES AND EMERGENCY MANAGEMENT REF NO: DEE2026/018**

**SALARY** : R413 001 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Degree in Natural Science (major in Physical Sciences and Chemistry) at NQF Level 7 recognised by the South African Qualification Authority (SAQA), plus a minimum of 1 year experience in the field of science. Knowledge of: Nuclear policy and legislation, Nuclear Energy in general, Government processes. knowledge of common approaches to legislative aspects of Nuclear Liabilities Service Act. Skills: Communication, report writing, computer and problem-solving skills. Listening; Analytical, interpersonal and basic research skills. Thinking Demands: Demonstrated sound judgement in applying professional expertise to identify problems and contribute to their solutions. Ability to analyse information. Commitment to the DEE's strategy and the ability to apply organizational policies and procedures.

**DUTIES** : Consolidate Nuclear Safety, Liabilities and Emergency management information. Collect information on the methodologies, technologies and good practices for management of nuclear safety liabilities and emergency impacts on our legislations. Provide assistance in the implementation of the Nuclear Emergency projects to ensure adequate emergency preparedness and response. Participate in the Departmental activities towards the convention on Nuclear Safety, the joint convention, Convention on Early Notification and Convention of assistance in cases of an Emergency. Liaise with relevant stakeholders regarding the Nuclear Safety related matters. Provide Secretariat Support for the Directorate Safety and Emergency Management.

**ENQUIRIES** : Mr Thabiso Pie Tel No: (012) 406 7504  
**APPLICATIONS** : Email to [Vacancies4@dee.gov.za](mailto:Vacancies4@dee.gov.za)

## ANNEXURE C

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CLOSING DATE</u></b>  | : | 24 August 2026 at 16:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>          | : | Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV with detailed 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). 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) |

## OTHER POSTS

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| <b><u>POST 28/12</u></b>   | : | <b><u>REGISTRY CLERK: OFFICE OF THE DG REF NO: GAP-PRET-91903840-20260730-1</u></b>                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Matriculation/ Grade 12. No experience. Knowledge: Departmental Policies, Public Services Regulation Act, Public Finance Management Act, Management Information Systems, National Archive and Records Services of South Africa Act no 43 of 1996. Skills: Communication, Interpersonal Relations, Problem Solving, Organizing, Computer literacy, Coordination. |

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| <b><u>DUTIES</u></b>       | : | Maintain the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Director General, the Department and other structures like cluster committees, external role players etc. File all documents in accordance with the File Plan Office of the Director -General and relevant prescripts i.e. the National Archives Act and Management of Information System Prescripts. Provide general administrative support function in the office of the Director-General. Study the relevant Public Service and Departmental prescripts and other documents and ensure that the application thereof is understood properly. |
| <b><u>ENQUIRIES</u></b>    | : | Mr VE Myeki Tel No: (012) 309 4969                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Online application use the link:<br><a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to African Males, Coloured Male, Indian Male and Female, People living with disabilities and White Male and Female.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/13</u></b>   | : | <b><u>ADMIN CLERK: AUXILIARY SERVICES REF NO: GAP-PRET-91903840-20260730-2</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Matriculation / Grade 12. No experience. Knowledge: Knowledge of Public Finance Management, Understanding of Supply Chain Management Act, Knowledge of customer relations to Batho Pele Principles, Good interpersonal relations and ability to work various stakeholders. Skills: Strong sense of urgency and accountability, must be customer focused, Interpersonal relationship, Excellent customer focused.                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Render administrative services in tracking service delivery in accordance with SLA. Render quality control and inspection for cleaning services. Record service delivery issue and instances of non-compliance. Provide efficient and effective administration support for the unit.                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Motaung Tel No: (012) 309 4941                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Online application use the link:<br><a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | EE targets-Priority will be given to African Female, Coloured Female, Indian Male and Female, People living with disabilities and White Male.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ANNEXURE D

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

## MANAGEMENT ECHELON

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| <b>POST 28/14</b>          | : | <b><u>DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM71/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum, (all-inclusive annual salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Limpopo / Mpumalanga                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification in Forestry or Natural Resource Management (NQF 7) or relevant qualification within the related field recognized by SAQA. A minimum of Five (5) years of experience in Commercial Forestry or related field at middle / senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of relevant policies, legislations and frameworks relating to Forestry e.g. National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Finance Management Act (PFMA) and treasury regulations, Public Service Act, Labour Relations Act etc. Knowledge and understanding of National Priorities of government e.g. National Development Plan 2030, Commercial Forestry Sector Master Plan, Accelerated and shared growth Initiative South Africa. Knowledge and understanding of Silviculture and Harvesting practices in relation to sustainable management of biological assets. Skills: Programme and Project Management, Financial Management, Change Management, Knowledge Management and People Management and Empowerment. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel. |
| <b><u>DUTIES</u></b>       | : | Manage the state-owned plantations and implement the annual plan of operations for the plantations. Manage State Forests, personnel and associated assets. Develop and implement Fire Management Plans, Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement audit interventions. Stakeholder Liaison. Provide post settlement support and support state forest Land administration and State Forest Land transfer programmes. Plan and initiate EPWP to serve as force multiplier for commercial forestry operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Leseke at 072 199 1291                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:FOM71-2026@dffe.gov.za">FOM71-2026@dffe.gov.za</a><br><b>Cape Town, North West (Forestry), Eastern Cape, Free State, Mpumalanga and Limpopo:</b> Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE** : 24 August 2026

#### OTHER POSTS

**POST 28/15** : **PRODUCTION ENGINEER GRADE A: GEOTECHNICAL ENGINEER REF NO: CWM05/2026**

**SALARY** : R914 517 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's degree in Engineering or relevant qualification as recognised by SAQA, plus three (3) years' post qualification experience in a related field. Compulsory registration with ECSA as a professional Engineering. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge of National Waste Management Strategy. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and experience in water use, waste management, water resource infrastructure design and mining facilities design, operation and reviews procedures. Knowledge of Waste Classification and Management Regulations. Knowledge of National Norms and Standards for the Assessment of Waste for Landfill Disposal. Knowledge of Norms and Standard for Disposal of Waste to Landfill. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Knowledge of relevant engineering Standards. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. A valid Driver's license and willingness to travel.

**DUTIES** : Review and analyse geotechnical information to support the approval of engineering drawings and designs submitted for waste management licence applications, variations and 24G application. Develop and implement methodologies, policies, systems and procedures for geotechnical information products and applications to be utilise in the review and analysis of

geotechnical studies. Gather, analyse and disseminate geotechnical information to support the Directorate in reviewing applications and assessing the performance of licensed sites. Develop and implement screening tool for drawing and designs that accompanies waste applications. Screening engineering drawings and designs submitted to department with waste applications. Develop and implement case management system for engineering drawings submitted with waste applications. Process registrations in terms of National Norms and Standards for Waste. Provide support in the development of guidelines to ensure that engineering designs and drawings meet engineering standards. Process registration for National Norms and Standards and exclusion authorisation. Review of Geotech Studies and climate change studies for submitted waste applications. Develop guidelines for climate change studies in connection with waste activities.

**ENQUIRIES  
APPLICATIONS**

: Mr M Phaladi Tel No: (012) 399 9852  
: All applications to be submitted online on the following link:  
<https://erecruitment.environment.gov.za/>

**NOTE**

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE**

: 24 August 2026

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| <b><u>POST 28/16</u></b>   | : | <b><u>PRODUCTION ENGINEER GRADE A: CIVIL ENGINEER REF NO: CWM06/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R914 517 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree in Engineering or relevant qualification as recognised by SAQA, plus three (3) years' post qualification experience in hydraulic, environmental engineering and geotechnical engineering. Compulsory registration with ECSA as a professional Engineering. Knowledge and experience in water use, waste management, water resource infrastructure design and mining facilities design, operation and reviews procedures. Knowledge of Waste Classification and Management Regulations. Knowledge of National Norms and Standards for the Assessment of Waste for Landfill Disposal. Knowledge of Norms and Standard for Disposal of Waste to Landfill. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge of National Waste Management Strategy. Ability to develop, interpret and apply policies, strategies and legislation. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Knowledge of relevant engineering standards. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. A valid Driver's license and willingness to travel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Manage and evaluate engineering drawings and designs submitted for new waste management license applications, variations and sections 24G waste management applications. Screen, review and approve design reports and drawings for new waste license applications, variation, 24G applications and registration in terms National Norms and Standards established in terms of Waste Act. Manage approval process for construction quality assurance and construction completion reports of waste facilities being licensed. Screen, review and approve construction quality assurance and construction completion report. Manage approval of alternative material to geosynthetic materials for the purpose of beneficial use in terms of exclusion regulations. Manage and develop case management system to support the Directorate in managing Engineering drawings and designs. Provide technical and research support. Conduct research of alternative waste material which will perform equivalent to geosynthetic material. Develop guidelines for engineering designs and drawings to ensure that relevant engineering standards are met. Develop guidelines for climate change studies in relation to waste activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Phaladi Tel No: (012) 399 9852                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.environment.gov.za/">https://erecruitment.environment.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into |

SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/17</u></b>   | : | <b><u>PRODUCTION ENGINEER GRADE A: RISK ASSESSMENT REF NO: CWM04/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R914 517 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree in chemical engineering or relevant qualification as recognised by SAQA, plus three (3) years' post qualification experience in hydraulic, environmental engineering and geotechnical engineering. Compulsory registration with ECSA as a professional Engineering. Knowledge of beneficial use of waste and National Waste Management Strategy. Knowledge and understanding of quantitative and qualitative risk assessment. Knowledge of waste characterization and risk profiling. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge and experience in contract management. Ability to develop, interpret and apply policies, strategies and legislation. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Knowledge of relevant engineering standards. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. A valid Driver's license and willingness to travel. |
| <b><u>DUTIES</u></b>       | : | Review risk assessment report and risk management plan in accordance with exclusion regulations. Develop National Threshold Inventory to inform quality of waste to be excluded for beneficial use. Develop methodology and procedures to determine the threshold and risk of waste material to be excluded. Develop database of beneficial use of different waste streams. Process registration for National Norms and Standards for Waste. Develop and implement quantitative and qualitative assessment tool for exclusion application. Provide technical and research support to licensing Directorate on development of inventory for products derived waste. Develop quality standards for safe compost and organic waste. Research on products from wastes and parameters that need to be maintained to ensure that environment is not compromised. Develop housekeeping Standards for the storage of storage and handling of hazardous waste. Develop and implement SOP for exclusion applications.                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Phaladi Tel No: (012) 399 9852                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.environment.gov.za/">https://erecruitment.environment.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 28/18</u></b>   | : | <b><u>SCIENTIST PRODUCTION GRADE A: GEOHYDROLOGY REF NO: CWM07/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R791 604 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's of Science Honours degree as recognised by SAQA, plus three (3) years' post qualification experience in natural science. Compulsory registration with SACNASP as a professional Natural Science. Knowledge of Climate Change adaptation and mitigation. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge and experience in contract management. Ability to develop, interpret and apply policies, strategies and legislation. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Knowledge of National Waste Management Strategy. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. A valid Driver's license and willingness to travel. |
| <b><u>DUTIES</u></b>       | : | Review and analyse geohydrological information to support the approval of engineering drawing and designs submitted for new waste management license applications, variations and 24G applications. Develop and implement methodologies, policies, system and procedures for geohydrological information products and applications to be utilised in the review and analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

of geohydrological studies. Gather, analyse and disseminate geohydrological information to support the Directorate in reviewing applications and assessing the performance of licensed sites. Provide support in approving design drawings and engineering for expansion of listed waste activity or any modification on licensed facilities. Process registration in terms of National Norms and Standards and the exclusion authorisation. Reviews climate change geohydrology and climate change studies that accompanies waste licence applications.

**ENQUIRIES  
APPLICATIONS**

: Mr M Phaladi Tel No: (012) 399 9852  
: All applications to be submitted online on the following link:  
<https://erecruitment.environment.gov.za/>

**NOTE**

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE**

: 24 August 2026

**POST 28/19**

: **NON-SPATIAL INFORMATION SPECIALIST REF NO: FOM70/2026**  
Re-Advertisement and those who have previously applied, need to reapply

**SALARY  
CENTRE  
REQUIREMENTS**

: R605 742 per annum  
: Pretoria  
: National Diploma (NQF Level 6) in Information Technology or relevant qualification within the related field as recognized by SAQA. A minimum of

three (3) years' experience in the in application and systems development or related experience. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Proficiency in Spatial Data Analysis Techniques. Knowledge of IT Systems support services, ICT management legislative frameworks, and the Systems Development Life Cycle (SDLC). Knowledge of Data visualisation tools, office automation and database management. Knowledge of project management. Sound knowledge of business process analysis, and business requirements analysis. Problem-solving and analytical methodologies. Excellent organizational and planning skills. Communication abilities with strong verbal and writing skills. Ability to gather, analyse, and interpret information effectively. Ability to develop, implement, and apply policies and procedures. Capable of working independently as well as collaboratively within a team.

## **DUTIES**

: Design, develop, and maintain technical specifications for business applications. Conduct business requirements analysis and translate requirements into functional and technical specifications. Draft, review, and finalize system integration requirements and application functionality. Develop, maintain, and enhance application system interfaces to ensure seamless integration between systems. Perform preventative maintenance on existing applications to improve system stability and prevent future issues. Initiate, develop, and maintain automated statistical reporting solutions to support business decision-making. Provide innovative IT solutions to address business challenges and improve operational efficiency. Monitor and evaluate the implementation of change requests to ensure successful deployment and compliance with business requirements. Monitor, investigate, and resolve system faults and fault reports to maintain system availability and performance. Administer user access, security permissions, and system controls in accordance with organizational security policies. Assess system strengths, weaknesses, risks, and integration capabilities to identify opportunities for continuous improvement. Evaluate the advantages and disadvantages of custom-developed solutions versus commercial off-the-shelf (COTS) products and provide recommendations. Design and implement database strategies, monitor database health, optimize performance, and plan for future capacity and scalability requirements. Collaborate with GIS team to integrate spatial and non-spatial data. Manage database migrations, upgrades, and data integrity throughout the migration process. Develop, test, and maintain database backup and disaster recovery plans to ensure business continuity. Provide staff supervision, technical guidance, and support while promoting knowledge sharing and adherence to best practices.

## **ENQUIRIES APPLICATIONS**

: Dr Andile Churchill Mkwalo at 067 422 3702  
: [FOM70-2026@dffe.gov.za](mailto:FOM70-2026@dffe.gov.za)

**Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.

## **NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal

records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/20</u></b>   | : | <b><u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: LICENSING</u></b><br><b><u>REF NO: CWM03/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R518 769 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Honours degree (NQF8) in Natural/Environmental Sciences or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' experience in the relevant field. Knowledge of environmental policies, legislation and regulation development, including waste and pollution policies. Understanding of licensing processes and National Waste Management Strategy. Understanding of registration processes in terms National Norms and Standards for Waste. Ability to apply environmental policies. Understanding of EIA regulations and Waste Information Regulations. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.                                                                |
| <b><u>DUTIES</u></b>       | : | Process/ manage waste management licences and associated applications; registrations and exclusion authorisation. Ensure that licences and associated decisions, exclusion authorisations and registrations are loaded on the EDMS, SAWIC and any platform made available. Report on performance of directorate. Screening of licence applications, registration request in terms of National Norms and Standards and exclusions applications. Maintain and Keep record of all registration request, exclusions and licence application and associated reports. Maintain and keep all the records of decisions and correspondence that relate to licensing system. To support directorate in the implementation of Standard Operating Procedure for managing applications. Manage schedule for reviews, site visits, Monitoring Committee Meeting; preapplication meeting, PAIA request and 24G Fine Committee meetings. Develop and implement tracking tool for waste applications. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P Matjelele Tel No: (012) 399 9852                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.environment.gov.za/">https://erecruitment.environment.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**NOTE**

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE**

: 24 August 2026

**POST 28/21**

: **LEGAL ADMINISTRATION OFFICER (MR3): FISHERIES POLICY AND RIGHTS ADMINISTRATION REF NO FIM21/2026 (X2 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R337 563 per annum, (OSD)  
: Cape Town (Foretrust Building)  
: LLB Degree or relevant equivalent qualification as recognized by SAQA. Two (2) years appropriate post qualification legal experience. Knowledge of the Marine Living Resources Act, Promotion of Access to Information Act, Protection of Personal Information Act, Promotion of Administrative Justice Act, Administrative Law and Constitution and constitutional law. Knowledge and experience in drafting legal documents. Applicant must have knowledge of laws of contract and delict, principles of interpretation of statutes. Skills in dispute resolution, case flow management and innovative and analytical thinking.

**DUTIES**

: Process transfer of Fishing Rights or Rights applications in terms of section 21 of the MLRA. Receive, examine and validate applications for the transfer of fishing rights. Conduct legal research to gather relevant information and case laws. Draft reports as provided for in terms of Regulation 5(3) of the

Regulations promulgated under the Marine Living Resources Act, 1998 (Act No. 18 of 1998). Draft requests for legal opinions and liaise with Legal Services. Provide legal guidance to stakeholders on the fisheries legal framework and respond to enquiries. Provide legal advice and legal administrative support to review and develop Fisheries Policies. Conduct legal research and analysis to inform the review and the drafting of fisheries policies. Provide legal guidance in drafting of fisheries policies for public comments and participate in stakeholders' consultation processes. Provide legal guidance during the drafting of Socio-Economic Impact Analysis (SEIAS). Provide legal guidance in consideration of comments and responses on the draft fisheries policies and compile final fisheries policies for approval. Provide legal coordination and legal administrative support on Fishing Rights Allocation process. Provide legal guidance during the review and drafting of application forms for fishing rights in accordance with applicable legislation and legal principles. Provide legal support on performance of reviews of fisheries post the allocation of fishing rights. Provide legal guidance in drafting briefing notes and presentations for Minister, Portfolio Committee and Senior Management. Provide legal administrative support to Consultative Advisory Forum (CAF) and/or Fisheries Transformation Council (FTC). Render legal support to implement recommendations of the CAF and/or FTC.

**ENQUIRIES  
APPLICATIONS**

: Mr. M Mdledle at (066) 471 1473 / e-Mail: [MMdledle@dffe.gov.za](mailto:MMdledle@dffe.gov.za)  
: [FIM21-2026@dffe.gov.za](mailto:FIM21-2026@dffe.gov.za)

**Cape Town, North West (Forestry), Eastern Cape, Free State, Mpumalanga And Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.

**NOTE**

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department, accompanied by a recent detailed Curriculum Vitae only, to be considered. 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. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons appointed will be

subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/22</u></b>   | : | <b><u>RECORDS CLERK: FACILITIES &amp; ADMINISTRATION SERVICES (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Pretoria Ref No: CMS22/2026<br>Nelspruit Ref No: CMS23/2026<br>Makhado Ref No: CMS24/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate. Post-matric qualification and experience in records clerk will be an added advantage. Knowledge of document management, Registry processes, Filing administration and Computer packages. Ability to work individually and in a team. Good interpersonal relations skills. Ability to work with difficult persons sense of responsibility and loyalty and Ability to work under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Provide effective administration of incoming files and opening of files. Close employee file when an employee is transferred, deceased or resigns. Update control sheet and put documents numerically. Efficient and timeous administration of the incoming and outgoing mail. Stamp all mails and face value forms before distribution. Weigh the mail to determine the pricing using the post office guideline prices. Record courier items in the register and send to reception for collection. Administer outgoing files. Register outgoing files in the recording book and ensure that they are signed by clients. Administration of disposal and transfer of files. Receive ephemeral documents from branches. Compile list of archival value files to be transferred to National Archive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Kubai Tel No: (012) 399 9727                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.environment.gov.za/">https://erecruitment.environment.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme</a> . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall |

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**CLOSING DATE**

:

24 August 2026

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Tshwane North TVET College)**  
**(West Coast TVET College)**

**OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b><u>POST 28/23</u></b>   | : | <b><u>ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: TNC/CO/26 – 07/1</u></b><br>Duration: Permanent Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R605 742 per annum, plus benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification National Diploma (NQF Level 6) in Business Administration, Public Management/ administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years in administration department. Driver's license: Code B. Experience in the post schooling education and training (PSET) sector will be an added advantage. Competencies, Knowledge and Skills: Indicate the appropriate broad and specific knowledge required: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Indicate the appropriate skill and level required: 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 MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Manage the administration of the overall student registration. Develop, review and monitor the implementation of policies and procedures in relation to student registration, admission, scheduling and records. Provides workshops on the implementation of policies and procedures in relation to student registration, admission, scheduling and records. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted into college and campuses. Ensure that learner's information is captured on Information Technology System (ITS). Plan, coordinate, and manage the end-to-end student registration process for all programmes (NC(V), Report 191/NATED, Occupational, and Skills programmes). Develop and implement annual registration schedules, timelines, and procedures. Ensure compliance with DHET enrolment targets, reporting requirements, and NSFAS regulations. Oversee online and manual registration platforms and troubleshoot system issues. Manage student data capturing and verification on the ITS or equivalent Student Information System (SIS). Student Records and Data Integrity. Ensure the accuracy, completeness, and security of all student registration data and records. Maintain and update the Student Information System (SIS) in compliance with DHET EMIS reporting requirements. Compile and submit accurate student headcount, FTE, and enrolment reports to DHET, SETA, and other stakeholders. Manage the archiving and retrieval of student registration records in compliance with POPIA and institutional records management policies. Policy Compliance and Quality Assurance. Ensure all registration activities comply with DHET norms, standards, and relevant legislation (Skills Development Act, TVET Act, POPIA, etc.). Implement and monitor quality assurance processes for registration and student records management. Liaise with QCTO, Umalusi, SETAs, and DHET regarding programme registration and certification compliance. Conduct regular audits of student files and registration records to ensure accuracy and compliance. Staff Supervision and Development. Supervise, coach, and develop registration and records management staff. Conduct performance assessments and manage staff performance in line with PMDS/IQMS requirements. Assign duties and manage workloads within the registration unit. Identify training needs and facilitate development opportunities for subordinate staff. Reporting and Administration. Prepare and submit monthly, quarterly, and annual registration reports to management. Provide registration statistics and data analysis to support |

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|                            |   | strategic planning and decision-making. Manage the registration unit budget and procurement of required resources. Attend and participate in relevant committees, management meetings, and planning sessions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:asdregistration@tnc.edu.za">asdregistration@tnc.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/24</u></b>   | : | <b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT &amp; QUALITY MANAGEMENT</u></b><br><b><u>SYSTEM REF NO: TNC/CO/26 – 07/2</u></b><br>Duration: Permanent Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R487 197 per annum, plus benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | B-Tech Internal Auditing/Degree (NQF Level 7) in Internal Auditing. A post graduate qualification in internal auditing, forensic auditing or a relevant postgraduate qualification will be an added advantage. Registered member of the institute of Internal Auditors South Africa (IIASA). Certified Internal Auditor or Professional Internal Auditor designations or relevant professional designations will be an added advantage. Minimum 5 years' relevant experience in an internal auditing environment. Minimum 3 years' relevant supervisory experience in internal auditing environment. Computer literacy (MS Office – advanced Excel preferred). Valid driver's license. Competencies, Knowledge and Skills: Sound knowledge of internal auditing principles and practices. Knowledge of the CET Act, Public Audit Act, Public Finance Management Act (PFMA), Treasury Regulations, and public sector governance frameworks. Understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and Global Internal Audit Standards. Knowledge and understanding of risk management, internal control frameworks, and corporate governance principles (King IV/V report). Understanding of public sector policies, including DHET/TVET regulatory and compliance requirements. Understanding of Quality Management Systems (ISO 9001:2015). Strong analytical, investigative, and problem-solving skills. Excellent report writing, presentation, and communication skills (written and verbal). Ability to evaluate the adequacy and effectiveness of internal controls. Strong planning, coordination, and organisational skills. Ability to interpret legislation, policies, and procedures and apply them during audits. Proficiency in compiling audit working papers and maintaining quality audit files. High attention to detail, accuracy, and compliance with auditing standards. Ability to work independently and under pressure while meeting strict audit timelines. Professionalism, accountability, and ethical conduct. Sound judgement and objectivity. Ability to maintain confidentiality and exercise discretion. |

|                                 |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b><u>DUTIES</u></b>            | : | Prepare audit notification letters in line with the approved Annual Audit Plan. Conduct preliminary surveys to gain an understanding of systems, processes, and controls. Prepare Audit Planning Memoranda (APMs). Perform risk assessments and develop risk-based audit programmes. Identify control weaknesses and areas of improvement. Prepare and maintain quality audit files in compliance with Global Internal Audit Standards. Conduct audits in accordance with approved audit programmes and methodologies. Evaluate the adequacy and effectiveness of internal controls. Compliance and maintenance of the ISO 9001 standards. Assess safeguarding of assets against fraud, irregularities, and losses. Review compliance with the CET Act, PFMA, Treasury Regulations, and Institutional policies. Engage auditees during fieldwork and discuss preliminary findings. Perform follow-up audits on previously reported findings and recommendations. Draft clear, accurate, and evidence-based audit reports. Identify root causes and provide practical, value-adding recommendations. Conduct exit meetings and prepare minutes. Submit audit reports within agreed timelines. Support reporting to Executive Management and the Audit and Risk and Management Committee. Maintain effective professional relationships with internal stakeholders. Provide advisory input on governance, risk management, and internal control matters, where required. Guide and support management in addressing audit findings and management action plan.                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>         | : | Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS NOTE</u></b> | : | Email to <a href="mailto:asdinternalaudit@tnc.edu.za">asdinternalaudit@tnc.edu.za</a><br>Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record checks, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. |
| <b><u>CLOSING DATE</u></b>      | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/25</u></b>        | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006</u></b><br>Contract: Permanent<br>Re-advertised. All candidates that have previously applied are encouraged to re- apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>            | : | R487 197 per annum (Level 09), plus benefits as applicable in the Public Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>            | : | Central Office; Malmesbury                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>      | : | Matric /Grade 12 plus a recognised 3- years' National Diploma in Human Resources Management or a 4 - years' Degree. A minimum of 5 years in Human Resource Management environment of which three (03) years should be management experience. A Post Degree qualification will be an added advantage. PERSAL Certificates. Computer literacy. Knowledge of MS Software applications such as Word, Excel, PowerPoint & Outlook. Current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**DUTIES**

understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. In-depth knowledge of BCEA, LRA, EEA, COIDA, OHSA, employee wellness and benefits. Excellent understanding of HR Risk and Compliance Knowledge of CCMA/Labour Court/Bargaining processes.

: Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc.); Oversee the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate the design, review and implementation of the college organizational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the college HR plan; Submit college HR plan to Regional and Head Office for integration of the departmental plan; Coordinate, develop, review, implement and monitor the college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) data for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan. Provide Employee Health and Wellness (EHW) services - Implement wellness programmes and service for the college; Coordinate and manage HIV, AIDS, STI and TB services; Coordinate and manage health productivity programmes; Implement health and safety working environment programmes; Promotion of sport activities to encourage physical fitness and healthy lifestyle. Develop and implement Human Resource policies and manuals. Management of all Human, Financial, and other resources of the unit. Advanced skill: Administrative; Planning and organizing; Financial management; Report writing, Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Labour Relations Management - Provide advisory services on all employee relations policies, procedures, strategies, agreements, and legislation. Conduct daily employee relations operations specifically in the areas of disciplinary hearing, grievances, absenteeism, performance improvement and collective bargaining; Partner with management in driving fair labour relations within the business Represent the company in dispute resolution process including mediation, arbitration and negotiation; Partner with management in driving fair labour relations within the business Values/ attributes - Client service focus; Integrity; Committed; Proactive and loyal.

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

: Ms A. Arosi Tel No: (022) 482 1143  
: Please log on to [www.westcoastcollege.co.za](http://www.westcoastcollege.co.za) register and apply online.  
: Please click on the vacancies tab, fully complete the online Z83 application form, and attach a recently updated detailed CV with (years of experience, the start and the end date, the duties and three contactable references with email addresses for the previous and current employers). Failure to sign, date and not fully complete the Z83 form will result in your application not being considered. Applicants must submit Z83 and CV only, all other documents / proof will be submitted by shortlisted candidates. A separate application must be submitted for each post for which you are applying. Late applications (received after the closing date and time) will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department.

It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of the post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment, to withdraw, and / or amend the adverts for the post(s) and retains the right not to fill the posts as determined by the Director - General or the delegated authority. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**CLOSING DATE**

:

24 August 2026

## ANNEXURE F

## DEPARTMENT OF HOME AFFAIRS

***The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.***



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| <b><u>APPLICATIONS</u></b> | : | Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or <a href="mailto:raasarecruitment@dha.gov.za">raasarecruitment@dha.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | Applications: Applications must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s) are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); for SMS posts, they will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates only. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. |

## OTHER POST

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b><u>POST 28/26</u></b>   | : | <b><u>LEGAL ADMINISTRATION OFFICER (MR1-MR5) REF NO: HRMC 56/26/1</u></b><br>Directorate: Refugee Appeals Authority of South Africa (RAASA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R262 968 - R1 155 777 per annum (MR1-MR5), (A basic salary package). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Head Office: Tshwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. <b>MR1:</b> No previous legal experience is required. <b>MR 2:</b> 1 (one) years' relevant post-qualification legal experience in a drafting and litigation environment. <b>MR 3:</b> 2 (two) years' relevant post-qualification legal experience in a litigation environment. <b>MR 4:</b> 4 (four) years' appropriate post qualification legal experience in a litigation environment. <b>MR 5:</b> 6 (six) years' relevant post-qualification legal experience in a litigation environment. Admission as an Attorney or Advocate is required for MR 2-5. A valid Driver's License. Knowledge of Workflow planning and capacity planning. Knowledge of all Civic Services Regulations. Basic knowledge of the Immigration Act and Refugee Act. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution Knowledge of the Public Service Regulations Act. Knowledge of occupation Health and Safety Act. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management and Administration. Accountability. Program and project management. Budget Administration. Financial Risk Management. Legal writing, drafting of Legal documents skills. Process analysis and improvement. Attention to details. Ability to install appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Conflict management and resolution. Interpersonal skills. Computers and Networks. Engineering and technology. Technology design (Networks). Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Computer literacy. Patriotism, Honesty and Integrity. |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate the daily operation of the Legal unit of Refugee Appeals Authority. Draft new and amend existing legislation administered by the Refugee Appeals Authority. Provide verbal and written legal opinions relating to all pieces of legislation administered by the Refugee Appeal Authority and any other relevant Legislations. Conduct well-structured research and substantiated legal advice and legal opinions on daily basis verbally and in writing. Provide legal advice and prepare legal documents for the unit. Facilitate input in legislation and provide advice to Refugee Reception Offices. Liaise with other state departments and institutions regarding legislative matters. Attend to litigation matters against the Authority and liaise with the Department's legal service directorate on such matters. Participate in seeing Bills through the legislative drafting and Parliamentary process, and the drafting of legal documents on behalf of the Refugee Appeals Authority. Participate in scrutinizing and drafting international agreements and Memoranda of Understanding. Attend to requests in terms of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Ensure the implementation of effective risk and compliance management. Implementation of policies, procedures, directives, acts and regulations. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Head Office: Ms B Kabinde Tel No: (012) 406 4239                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## ANNEXURE G

## DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 28 August 2026. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website – [www.dirco.gov.za](http://www.dirco.gov.za) Received applications using incorrect Z83 for employment will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. DIRCO reserves the right not to make appointments. We thank all the applicants for their interest. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful. The Departmental Employment Equity targets will be taken into consideration during the selection process All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

## OTHER POSTS

- POST 28/27** : **DEPUTY DIRECTOR: HUMAN RESOURCES (RECRUITMENT & SELECTION) REF NO: 0731/02 (X1 POST)**  
Branch: Corporate Management
- SALARY** : R932 292 per annum (Level 11). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria  
Applicants must be in possession of an NQF level 6 Diploma/ Degree in Human Resources Management/ Public Administration/ Public Management or related field as recognized by SAQA. At least 3-5 years' relevant experience in a junior management level in a Human Resources Management environment. PERSAL administration certificate will be an added advantage Competencies: Knowledge and understanding of relevant public service legislations Knowledge and understanding of HR prescripts and guidelines Knowledge and understanding of PFMA Policy analysis and development Decision making, problem solving and analytical skills People management and empowerment Good interpersonal relations Planning and organising Client orientation and customer focus Sense of responsibility Communication skills (written, verbal and computer literacy) Ability to work under pressure Ability to work as a team and independently Diplomacy.
- DUTIES** : Development, review and implementation of the Recruitment and Selection Policy, Standard Operating Procedures and Internal Controls. Implement Recruitment and Selection operations Stakeholder Management, including service providers Ensure adherence to recruitment systems, reporting and compliance matters. Procurement management Manage the Sub-Directorate and provide direction and technical support Coaching and development of personnel
- ENQUIRIES** : Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012)351 1210
- APPLICATIONS** : Please e-mail your application to [ddr&s26@dirco.gov.za](mailto:ddr&s26@dirco.gov.za)

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| <b><u>POST 28/28</u></b>   | : | <b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/01 (X1 POST)</u></b><br>Branch: Office of the Chief Operations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Management Services, Operations Management, Industrial Psychology/ related field At least 3-5 years' junior managerial experience in Organisational Development and Job evaluation Certificate in Job Evaluation will be an added advantage Competencies: Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations, PFMA, etc Knowledge of Job Evaluation process and prescripts Knowledge and development of job descriptions Knowledge and understanding of guides, principles and directives in the Organisational Development field Knowledge of National Development Plan and priorities of the Department Knowledge of the application of Organisational Functionality Assessment (OFA) Tools. Knowledge of project management, approaches, tools and phases of the project lifecycle Planning and organising, Knowledge and application of Strategic planning, Client orientation and customer focus; Problem solving and analytical skills, Investigation skills, Interviewing skills; Communication skills (written, verbal and computer literacy); Policy analysis and development, Facilitation skills, Report writing skills, Ability to work under pressure Ability to work in a team independently, Time management, People management and empowerment; Honesty and integrity, Political and cultural sensitivity and Diplomacy. |
| <b><u>DUTIES</u></b>       | : | Manage the design and alignment of Organisational structure to the departmental strategy and priorities, Manage and provide job evaluation support services, Manage and conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency. Provide business process engineering and management support services, Manage the Sub-Directorate and provide technical support Coaching and People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Beshe Tel No: (012) 351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Please e-mail your application to <a href="mailto:ddod26@dirco.gov.za">ddod26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/29</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/04 (X1 POST)</u></b><br>Branch: Office of the Chief Operations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an undergraduate NQF Level 6 Diploma / Degree in Management Services/Operations Management / Industrial Psychology or related. At least 3 years' relevant experience at supervisory level in Organisational Development Certificate in Job Evaluation will be an added advantage. Competencies: Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations and PFMA, Knowledge of Job Evaluation processes. Knowledge and development of job descriptions. Knowledge of guides, principles and directives in the Organisational Development field. Knowledge of strategic planning application. Knowledge of the National Development Plan and the priorities of the Department. Knowledge of project management approaches, tools and phases of the project lifecycle. Knowledge of the application of Organisational Functionality Assessment (OFA) Tools. Diplomacy, Networking, Communication (written, verbal and liaison), Problem solving, Computer literacy, Language proficiency, Client orientation and customer focus, People management, Planning and organising, Time management, Policy analysis and development, Facilitation skills, Report writing skills, Investigation and Interviewing skills. Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative, Honesty and Integrity, Ability to work                            |

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| <b><u>DUTIES</u></b>                     | : | in a team and independently, Ability to work under pressure, Political and cultural sensitivity, Ability to network, Willingness to travel and Assertiveness. Review and develop departmental organisational structure and provide organisational design services Provide business process re-engineering and management support services. Provide job evaluation services Conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency Coaching and People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Ms V Beshe Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b>               | : | Please e-mail your application to <a href="mailto:asdod26@dirco.gov.za">asdod26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/30</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: VETTING FIELDWORK OFFICER REF NO: 0731/08 (X3 POSTS)</u></b><br>Branch: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R605 742 per annum (Level 10)<br>Pretoria<br>Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Security Management, Social Sciences/ related fields. Successful completion of Vetting Course/ Training offered by SSA/ SANDF/ SAPS, a valid Top Secret Security Clearance. A valid driver's license. At least 3 -5 years' experience in conducting Top Secret/ Secret vetting investigations. Competencies: Knowledge and understanding of the legislative framework governing the Public Service, such as the Constitution of the Republic of South Africa, the Public Service Act, the Public Service regulations, the PFMA, etc. Knowledge and understanding of Domestic and Foreign Policy Knowledge and understanding of Minimum Information Security Standards (MISS) Knowledge and understanding of the Vetting Policy Guidelines and Procedures Knowledge and understanding of the Vetting Prescripts Planning and organizing Client orientation and customer focus, Good interpersonal relations Problem solving and analytical skills Communication skills (written, verbal and computer literacy) Investigation skills, Interviewing skills, and ability to draft and prepare quality vetting reports. Ability to work under pressure, Ability to work in a team and independently, Ability to put plans into action/actualisation. Sense of urgency, Honesty and Integrity. Political and cultural sensitivity, willingness to travel, and diplomacy extensively. |
| <b><u>DUTIES</u></b>                     | : | Conduct vetting fieldwork investigations Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations Provide effective communication channels and systems between the Department and the SSA and other related agencies Administer files and partake in task teams dealing with matters related to vetting projects/ processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>                  | : | Ms V Beshe, Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b>               | : | Please e-mail your application to <a href="mailto:vfo26@dirco.gov.za">vfo26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ANNEXURE H

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | <p>Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>. Candidates wishing to be considered for appointment, are encouraged to enroll for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&amp;CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).</p> |

## MANAGEMENT ECHELON

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| <b><u>POST 28/31</u></b>   | : | <b><u>DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 1/08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | National Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 legal qualification as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in a legislation development environment. Admittance as an Advocate or Attorney. Extensive experience in legislative drafting and development. In-depth knowledge and understanding of the Constitution and the Criminal Justice System. Knowledge of Socio-Economic Impact Assessments. Knowledge of Public Service Legislative and Governance Framework. Sound knowledge of government priorities. Knowledge Public Service Act, Public Service Regulations, Public Finance Management Treasury Regulations. Skills and Competencies: Interpretation of statutes. Strategic capability and leadership; Programme and project management; Financial management; Change management. Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy. |
| <b><u>DUTIES</u></b>       | : | Facilitate the implementation of primary legislation and secondary legislation. Provide oversight in conducting and the submission of socio-economic impact assessments for legislation. Co-ordinate the review of legislation to achieve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | better social, environment and economic outcomes. Develop and implement legislative programme and plans and monitor implementation. Provide strategic management of human, financial and physical resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M. Kganyago Tel No: (012) 315 1884                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/32</u></b>   | : | <b><u>DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: 2/08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | National Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Risk Management or related field as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior managerial within a risk management environment. Affiliation to a recognised professional body, e.g. IRMSA. In-depth knowledge of Enterprise-wide Risk Management. Knowledge of Public Sector Risk Management Framework. Knowledge of Governance, Compliance and Internal Control Framework. Knowledge of Protected Disclosure framework. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Public Service Act, the Public Service Regulations and the Public Service Code of Conduct. Skills and Competencies: Policy Development and monitoring. 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 skills; Honesty and integrity; Computer literacy. |
| <b><u>DUTIES</u></b>       | : | Provide risk and compliance management services; Manage the development and implementation of enterprise-wide risk management guidelines and policies; Monitor organizational performance on identified risk and report thereof; Manage, identifying and minimize departmental risks; Manage the administration of financial disclosure and maintenance of gift register.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms. A Van Ross Tel No: (012) 315 1094                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### OTHER POSTS

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| <b><u>POST 28/33</u></b>   | : | <b><u>SENIOR STATE LAW ADVISOR: RULES BOARD (LP 9) REF NO: 3/08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | National Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of eight (8) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Extensive knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge of Court rules and Court procedures. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure. |
| <b><u>DUTIES</u></b>       | : | Facilitate legal research including comparative legal research on court rules. Draft rules of court, memorandum and opinions, and facilitate consultation of stakeholders. Draft rules of courts, court procedures and submit to rules board and specialist committees. Conduct regular review of existing rules of courts, facilitate amendments and repeal outdated rules. Facilitate approval of approved amendments and new rules. Facilitate mentoring and coaching of                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                            |   | juniors on legal research and provide information and or case law relevant to court rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. M Mokoena Tel No: (012) 774 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/34</u></b>   | : | <b><u>SENIOR STATE LAW ADVISOR: OFFICE OF THE STATE LAW ADVISER (LP 9) (X7 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Pretoria Ref No: 7/08/2026 (X5 Posts)<br>Cape Town Ref No: 8/08/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 legal qualification/ LLB as recognised by SAQA. A minimum of eight (8) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Extensive knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge and experience in drafting bills and legislation development. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure. |
| <b><u>DUTIES</u></b>       | : | Facilitate legal research, including comparative legal research on legislative development. Manage the certification and drafting of bills. Scrutinise and provide legal advice on primary, secondary and other subordinate legislation. Facilitate capacity building and mentorship for client Departments. Facilitate legislation translation services. Facilitate and manage legislative processes. Facilitate mentoring and coaching of juniors on legal research and provide information and or case law relevant to legislation and bill drafting.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr C Zana Tel No: (012) 357 8185<br>Ms M Kganyago Tel No: (012) 315 1884                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | A separate application must be submitted for each position quoting the relevant reference number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/35</u></b>   | : | <b><u>STATE LAW ADVISOR: RULES BOARD (LP7-LP8) REF NO: 4/08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | National Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legal drafting. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.                      |
| <b><u>DUTIES</u></b>       | : | Conduct legal research including comparative legal research on court rules. Draft rules of court memorandum and opinions. Draft rules of courts, court procedures and submit to rules board and specialist committees. Conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b> | <p>regular review of existing rules of courts, facilitate amendments and repeal outdated rules. Process approved amendments and new rules for approval.</p> <p>Mr. M Mokoena Tel No: (012) 774 2026</p> <p>Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.</p>                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/36</u></b>                 | <b><u>STATE LAW ADVISOR: LEGISLATIVE DEVELOPMENT (LP7-LP8) REF NO: 5/08/2026 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>                     | R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE<br/>REQUIREMENTS</u></b>    | <p>National Office: Pretoria</p> <p>An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legislative development. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge Public Service Act, Public Service Regulations, Public Finance Management Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.</p> |
| <b><u>DUTIES</u></b>                     | Conduct legal research and policy analysis to guide the development of legislation. Conduct analysis and review to identify legislation requiring amendment and obsolete legislation. Conduct development of primary and secondary legislation. Draft memoranda, reports and government notices. Draft and prepare documents to facilitate presentation of Bills to Clusters and Parliament.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b> | <p>Mr. M Mokoena Tel No: (012) 774 2026</p> <p>Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/37</u></b>                 | <b><u>STATE LAW ADVISOR: CHIEF STATE LAW ADVISER (LP7-LP8) REF NO: 9/08/2026 (X6 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>                     | R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE<br/>REQUIREMENTS</u></b>    | <p>National Office: Pretoria</p> <p>An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legal drafting. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.</p>        |
| <b><u>DUTIES</u></b>                     | Conduct legal research including comparative legal research on legislative development. Provide the preliminary opinions, certification of bills and advice on legislative drafting. Scrutinise primary, secondary and subordinate legislation for the national Departments and other organs of state. Scrutinise and provide legal opinion on international agreements and related matters. Render legal opinions as per the instructions received from national Departments and other organs of state.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>                  | Ms R Sema Tel No: (012) 315 1333                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/38</u></b>   | : | <b><u>LEGAL ADMINISTRATION OFFICER: LEGAL PROCESS (MR1-MR5) REF NO: 6/08/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R262 968 – R 1 155 777 per annum. The salary and all-inclusive package will be structured in accordance with OSD requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | National Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. Minimum experience ranging from zero to eight (8) years post qualification experience in accordance with the relevant MR grade. Admittance as an Attorney or Advocate will be an added advantage. Sound knowledge and understanding of the Constitution, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge of the Public Finance Management Act and Treasury regulations. A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Case Flow Management. Computer literacy; Excellent Interpersonal Skills. Ability to work as a team, individually and under pressure. |
| <b><u>DUTIES</u></b>       | : | Process the receipts of presidential pardons. Process expungement and section 327 applications. Provide reports and feedback on presidential pardons, expungement and section 327 applications. Conduct legal research and case law relevant to the presidential pardon, expungement and section 327 applications. Draft legal documents and process for approval on presidential pardons, expungement and section 327 applications.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr. M Mokoena Tel No: (012) 774 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## ANNEXURE I

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

- : 24 August 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, 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 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: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. 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. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** The position of Assistant Director: Employee Health and Wellness ref 3/1/1/2026/173 for the Directorate: Corporate Services: Northern Cape (Kimberley) that was advertised in Public Service Vacancy Circular 25 dated 17 July 2026 has reference. The position has been withdrawn. The Department apologies for any inconvenience caused.

**MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b><u>POST 28/39</u></b>   | : | <b><u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u></b><br><b><u>REF NO: 3/1/1/2026/205</u></b><br>Chief Directorate: Cadastral Advisory and Research Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a four-year Bachelor's Degree or Bachelor of Science Degree in Geomatics / Land Surveying (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA) and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor or Geomatics Professional: Land Surveying, with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years' experience at a senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral surveying. Technical system. Cadastral Spatial Information. Land Information Systems. Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. Budget systems. Financial Accounting Systems. Public Finance Management. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Manage and oversee the research and development of cadastral surveys. Research ways of transforming, improving and rationalising the South African Cadastral and Tenure Systems. Study world trends, legislative framework, compare with other systems, propose amendments and report on findings. Research and investigate ways of improving cadastral practices in South Africa. Manage development towards amendment and streamlining of legislation. Coordinate and develop tender specifications. Manage and oversee the provision of internal and external professional advisory and support services. Research, compile reports and supply information in respect of internal and external cadastral matters and requests from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislation and time frames, client's request as well as within targets set by the Service Delivery Improvement Programme. Render management and research for state surveys, rural development and land tenure reform projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Provide professional services to the public and government departments on the surveys of state and trust land and state domestic facilities undertaken by the private sector. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries, in compliance with South African and international legislation in as far as delineation and delimitation thereof. Manage the research, investigation and finding solutions to anomalies in Republic of South Africa international boundaries in conjunction with representatives from the neighbouring states. Manage advisory services on Republic of South Africa international boundary issues affecting State Organs and Parastatals. Manage the physical delineation of international borders and record keeping. Manage and oversee the registration of Sectional Title Practitioners. Monitor Sectional Titles Practical Training Programme in accordance with the Sectional Titles Act and training schedule. Provide secretariat services for the registration of Sectional Titles Practitioners in compliance with requirements of the Sectional Titles Act and regulations. Maintain and update the register for Sectional Title Practitioners. Manage and oversee the preparation of technical procedures and standards. Ensure |

management of updating Surveyor's General procedures and standards, in compliance with legislation and in consultation with stakeholders. Investigate effects of technological advancement on technical procedures and standards and transform accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Provide support to the Survey Regulations Board (SRB) for review of regulations framed under the Act. Assist the Chief Surveyor-General with administration and control of the Survey Regulations Board (SRB) and provide secretariat thereto. Provide support to the Chief Surveyor-General in respect of administration of the Geomatics Profession Act. Research and advise on new legislation that has an effect on geomatics matters.

**ENQUIRIES  
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344  
: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post205@dlrdd.gov.za](mailto:Post205@dlrdd.gov.za)

**NOTE**

: EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

**POST 28/40**

: **DIRECTOR: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT REF NO: 3/1/1/2026/206**  
Directorate: Geo-Spatial Information and Professional Support

**SALARY**

: R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE  
REQUIREMENTS**

: Western Cape (Mowbray)  
: Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) in Geomatics / Surveying / Geographical Information Science / Geo-informatics or related equivalent qualifications recognised by the South African Geomatics Council and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Geomatics Professional with the South African Geomatics Council. Minimum of 5 years' experience at a middle / senior managerial level in the geomatics environment. Appropriate post registration experience in surveying and / or geo-spatial information management. A valid driver's licence. Job related knowledge: Geospatial Information Management. Land Surveying knowledge. Knowledge of research methodology. Technical System knowledge. Spatial Data Infrastructure. Geographic Information Systems. Geospatial Information knowledge. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Spatial Data Infrastructure Act 54 of 2003. Land Survey Act, Act 8 of 1997. Geomatics Profession Act, Act 19 of 2013. Spatial Planning and Land Use Management Act, Act 16 of 2013. Protection of Personal Information Act, Act 4 of 2013. Promotion of Access to Information Act, Act 2 of 2000. Public Finance Management Act, Act 1 of 1999. Public Service Act Proclamation No. 103 of 1994 (as amended). Copyright Act, Act 98 of 1978. National Archives and Records Service of South Africa Act, Act 43 of 1996. Electronic Communications and Transactions Act, Act 25 of 2002. National Archives and Records Service of South Africa Act, Act 43 of 1996. Civil Aviation Act, Act 13 of 2009 (read together with the Civil Aviation Regulations, 2011, including Part 101 relating to Remotely Piloted Aircraft Systems). United Nations Integrated Geospatial Information Framework (IGIF) of 2018. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication (both verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising. Collaboration partnership. Negotiation. Conflict management. Data and information management. Facilitation. Analytical thinking. Contract management.

**DUTIES**

: Manage the provision of geo-spatial information products and services. Supply geo-spatial products and services. Maintain information on products and ensure availability. Manage established outlets for products and services to make information more accessible, including Service Level Agreements with

District Municipalities. Provide aerial photographic reproduction services. Provide reproduction services. Print maps. Produce aerial photo mosaics. Manage the provision or provide professional advisory services and undertake relevant research and development. Oversee Professional Land Surveyors in the performance of their duties. Provide professional advisory and support services. Undertake relevant research and development. Plan and supervise special projects. Support implementation of new systems and equipment. Provide survey support to land reform programmes of the Department. Provide training for SAGC registration in Professional and Technologist category (non-employees). Manage the provision of technical training. Assist with the geomatics officer certificate training. Provide experiential training for diploma students. Provide a specialised library and museum service. Develop and present technical training courses. Undertake development projects. Plan and execute projects in accordance with best practice for project management as required.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b><u>ENQUIRIES</u></b>    | : | Ms M Kekana Tel No: (012) 312 8344                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to <a href="mailto:Post206@dlrrd.gov.za">Post206@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/41</u></b>   | : | <b><u>DIRECTOR: SURVEYS SERVICES REF NO: 3/1/1/2026/207</u></b><br>Directorate: Surveys Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Western Cape (Mowbray)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF 7), specifically in Geomatics / Surveying or related equivalent qualifications recognised by the South African Geomatics Council and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Minimum of 5 years' experience at a middle / senior managerial level in Land Surveying environment. Appropriate post registration experience in land surveying. A valid driver's licence. Job related knowledge: Geo-spatial Information Management. Geodesy and Geodetic surveying. Topographic surveying. Spatial Data Infrastructures. Cadastral Spatial Information knowledge. Geographical Information Systems. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral, Geodetic, Photogrammetric, Topographic and Cartographic Survey Systems. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Spatial Data Infrastructure Act, Act 54 of 2003. Land Survey Act, Act 8 of 1997. Geomatics Profession Act, Act 19 of 2013. Spatial Planning and Land Use Management Act, Act 16 of 2013. Protection of Personal Information Act, Act 4 of 2013. Promotion of Access to Information Act 2 of 2000. Public Finance Management Act, Act 1 of 1999. Public Service Act Proclamation No. 103 of 1994 (as amended). Copyright Act, Act 98 of 1978. National Archives and Records Service of South Africa Act, Act 43 of 1996. Electronic Communications and Transactions Act, Act 25 of 2002. National Archives and Records Service of South Africa Act, Act 43 of 1996. Civil Aviation Act, Act 13 of 2009 (read together with the Civil Aviation Regulations, 2011, including Part 101 relating to Remotely Piloted Aircraft Systems). United Nations Integrated Geospatial Information Framework (IGIF) of 2018. United Nations Global Geodetic Reference Frame Roadmap. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication (verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising. Collaboration partnership. Negotiation. Conflict management. Data and |

**DUTIES**

: information management. Facilitation. Analytical thinking. Contract management. The ability to work efficiently and effectively at all times.  
: Manage the undertaking of field surveys. Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of filed surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework (National Control Survey System) of South Africa. Provide strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Manage the network of continuously operating GNSS reference stations (TrigNet). Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including rural development and land reform programmes and other organs of state, as required, in accordance with the best practices for project management and user needs. Participate in geodetic surveying and geo-spatial information development projects in Africa. Participate in development projects in Africa as approved. Plan and execute projects in accordance with best practices for project management, as required.

**ENQUIRIES**  
**APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344  
: Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to [Post207@dlrrd.gov.za](mailto:Post207@dlrrd.gov.za)

**NOTE**

: EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

**OTHER POSTS**

**POST 28/42**

: **PROJECT COORDINATOR REF NO: 3/1/1/1/2026/204**  
: Directorate: Operational Management  
: Re-advertisement, applicants who previously applied are encouraged to re-apply.

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

: R605 742 per annum (Level 10)  
: Limpopo (Polokwane)  
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law (NQF Level 6) or any related equivalent qualification. Minimum 3 years' experience in land reform environment. A valid driver's licence. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Knowledge of land redistribution and development related issues. Development management including strategic management. Understanding and interpret Business Plan. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking. Willingness to travel, to spend extended periods in the field and work irregular hours.

**DUTIES**

: Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report.

Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42d submission.

**ENQUIRIES** : Mr KE Senosha Tel No: (015) 495 1905  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to [Post204@dlrrd.gov.za](mailto:Post204@dlrrd.gov.za)  
**NOTE** : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

**POST 28/43** : **ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: 3/1/1/2026/208**  
 Directorate: Facilities Management Services

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Management / Supply Chain Management / Business Management / Office Management and Technology / Project Management / Property Management and / or in Built environment (NQF Level 6) or related qualification. A valid driver's licence. Minimum of 3 years' experience at supervisory level in Public-Private Partnerships environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury regulations. Preferential Procurement Policy Framework Act (PPPFA). Asset Management Framework. Job related skills: Computer literacy. Communication (verbal and written). Planning and organising. Analytical thinking. Problem solving. Negotiations. Project management. Interpersonal relations.

**DUTIES** : Monitor the execution of capital works planned maintenance project within DLRRD. Ensure intervention follow up of projects with Department of Public Works and Infrastructure (DPWI) for progress made. Ensure the Project Management System / Project Execution Plan / Procurement Instructions from Key Accounts Manager (Head Office) are requested monthly to prepare reports to the Director: Facilities Management Services. Attend walk abouts / briefing meetings / inspections and practical completion / handover meetings with Department of Public Works and Infrastructure and follow up on snags with the Project Manager. Attend the client forum meetings / allocation meetings / twice a year / technical meeting where the need arises and attending the handover meetings. Management and administer capital works planned maintenance projects within DLRRD. Identify and control capital works planned maintenance projects. Prioritise capital works / planned maintenance projects. Compile and verify needs assessment and submit verified needs assessment to Director: Facilities Management Services for certification. Compile inputs regarding User Asset Management Plan in terms of capital works and planned maintenance. Reporting on capital infrastructure projects currently in progress and finalised project. Render management of financial reporting and financial management services. Manage and compile the monthly financial statements, interim financial statements, and annual statements of capital works for submission to the Deputy Director: Facilities Management. Analyse the financial report and respond to enquiries by the Deputy Director: Accounting Management and Internal and external Auditors. Respond to all enquiries relating to capital works projects relating to financial statements. Manage capital works pace payment to Department Public Works and Infrastructure. Process payments of projects to Department Public Works and Infrastructure via sundry payment request to the Directorate: Financial Accounting. Liaise with the Budget Controller of the Directorate for confirmation of funds. Liaise with DPWI after payment has been done and ensuring that proof of payment is submitted to Department Public Works and Infrastructure. Provide technical assistance, support and advice for Public Private Partnership (PPP) Infrastructure projects. Support the execution of detailed financial analysis of PPP's projects. Provide assistance with project inceptions register. Provide input in the assessment of value-for-money criterion. Participate in budget related meetings. Prepare budget inputs and expenditure reports for the unit. Provide support in the implementation of PPP infrastructure project. Assist in

monitoring the project contract management schedules. Ensure cooperative governance of PPP concessions. Facilitate communication between the Department and PPP. Assist in implementation of partnership agreement. Assist in implementation of the PPP agreement from inception to termination. Assist in managing the work of the Private Party. Certification of invoices and supporting documents prior to payment. Keep changing request register. Ensure compliance with output specification and PPP agreement. Filling of the PPP documents.

**ENQUIRIES** : Mr P Chuene Tel No: (012) 312 8644  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post208@dlrrd.gov.za](mailto:Post208@dlrrd.gov.za)  
**NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.

**POST 28/44** : **SECRETARY REF NO: 3/1/1/2026/201**  
 Directorate: Property Research and Support

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.

**DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receives, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.

**ENQUIRIES** : Ms MT Molotsi Tel No: (012) 312 9730  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to [Post201@dlrrd.gov.za](mailto:Post201@dlrrd.gov.za)  
**NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

**POST 28/45** : **AUXILIARY SERVICES OFFICER REF NO: 3/1/1/2026/202**  
 Directorate: Geo-Spatial Information and Professional Support

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Western Cape (Mowbray)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good communication (verbal and written).

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|                            |   | Computer software ability. Good organising ability. Above average attention to detail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Maintain electronic support system for component. Compile a portfolio of evidence of all requests received via email from clients and the client service desk. Compile accurate records of all reproduction requests received and dispatched. Compile monthly reporting for the client service and reprographics components. Financial management for payments received from clients. Liaise with the finance sections for payments received. Allocate and reconcile payments with clients' orders. Liaise with the finance section for the preparation of invoices. Ordering of map stock for the reprographics component and the map store. Order maps for components to ensure minimum threshold available for clients. Assist to ensure that the dispatch environment is not left unattended. Manage receipts of client devices for data transfers. Compile a register of client data transfer devices received and dispatched. Notify clients accordingly. Compete various administrative tasks. Complete and submit leave forms in accordance with departmental policy. Answer telephones relating to client requests in the client service component. Undertake performance management.                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Madlala Tel No: (021) 658 4300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to <a href="mailto:Post202@dlrrd.gov.za">Post202@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | EE Targets: Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/46</u></b>   | : | <b><u>ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/203</u></b><br>Directorate: Legal Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Mpumalanga (Nelspruit)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. |
| <b><u>ENQUIRIES</u></b>    | : | Mr MO Fakude Tel No: (013) 754 8074                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to <a href="mailto:Post203@dlrrd.gov.za">Post203@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 28/47</u></b>   | : | <b><u>SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/209</u></b><br>Directorate: Financial And Supply Chain Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | KwaZulu Natal (Pietermaritzburg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES** : Ms F Mathonsi Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to [Post209@dlrrd.gov.za](mailto:Post209@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.

## ANNEXURE J

**NATIONAL SCHOOL OF GOVERNMENT**

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



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| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered. For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. 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 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment to the SMS posts. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a> . |

**MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b><u>POST 28/48</u></b>   | : | <b><u>CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME REF NO: NSG 13 /2026</u></b><br>Job Purpose: To lead and manage business development and specialised programmes implementation that support the co-creation and facilitation of education, training, and development (ETD) interventions                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum (Level 14), an inclusive remuneration package commencing                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | A tertiary qualification at (NQF level 7) as recognized by SAQA in Business Administration / Management or Marketing Communication / Management. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience: five years of proven experience at the senior management level. Proven experience in |

business development, contract negotiations and stakeholder management. Knowledge: In-depth theoretical and practical knowledge of the education, training, and development environment, in particular business development. In depth understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education) Policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. Batho Pele principles. Skills: Proven advanced writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Advanced Computer skills in MS Office Suite. Creative and analytical skills. Competencies: Must be able to provide a vision, set the direction for the unit and inspire others to deliver on the organisational mandate. Plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. High standards of ethical and moral conduct. Personal Attributes: Participate in professional development growth activities and stay up to date with business solutions and trends. Ability to multi-task, organise, prioritise and pay attention to detail. Work independently while contributing to a team environment. Problem solving and conflict resolution skills. Establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty. Travel and work extended hours.

## **DUTIES**

: Lead in generating market intelligence and diagnostic information that will inform demand for new product/business development opportunities and initiatives. Lead and manage marketing and visibility of NSG products and services (advocacy programmes) and provide support to piloting new products. Collaborate with business units and work in integrated teams to determine ETD interventions. Lead and manage the initiation and conclusion of MoUs /MoAs with identified clients and partners. Lead and manage implementation plans related to signed MoUs/ MoAs, in liaison with internal business units. Monitor ETD delivery and performance against signed MoUs/ MoAs, as well as post-delivery support. Manage collaborative review and feedback sessions with clients and stakeholders. Build and sustain client loyalty and NSG brand through client support and liaison. Identify and incubate innovative specialised programmes, projects and partnerships to support ETD delivery and attract new clients. Conduct feasibility assessments and develop business cases for specialised programmes and projects. Develop project and programme plans, including objectives, deliverables, milestones and resource requirements. Coordinate and manage the implementation of specialised programmes and projects in collaboration with internal and external stakeholders. Support curriculum development, learning content design and partnership arrangements for specialised programmes. Monitor, evaluate and report on programme and project performance, risks, sustainability and implementation progress. Identify and foster opportunities to support increased market share (training uptake numbers and revenue generated). Establish and manage networks and multi-sector relationships that serve the interests of the NSG. Support other public sector institutions through partnerships in building capacity. Chair/ oversee relevant internal business development committee structures. Participate in strategic external and internal forums including NSG-led forums. Participate in capacity building interventions, including facilitation of ETD interventions, publications and presentation of papers. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the chief directorate. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Manage the strategic planning and performance of the chief directorate. Manage the budget allocated to the business unit. Identify and

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|                            |   | manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mpho Mugodo Tel No: (012) 441 6017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | <b><u>CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME REF NO: NSG 13/2026 – Fill out form</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/49</u></b>   | : | <b><u>DIRECTOR: CADET AND YOUTH DEVELOPMENT REF NO: NSG 14/2026</u></b><br>Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of Youth ETD interventions and youth for capacity development and support for the public sector by the National School of Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum Level 13, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | A minimum bachelor's degree or equivalent (NQF level 7) in Management Studies, Human and Social Studies, Education, Training Development or related field. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in the areas of ETD interventions and youth capacity development. Knowledge: In-depth theoretical and practical knowledge of the education, training, and development environment, in particular business development. In-depth understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education), Policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. Batho Pele principles. Skills: Advanced proficiency in communication, facilitation and presentations. Planning, organising, project management, financial management. Emotional intelligence and interpersonal relations. Research methodologies to analyse data and information (qualitative and quantitative). Computer literacy. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. People management skills. Ability to put people first in delivery of services (Batho Pele). High standards of integrity and ethics. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and keep up to date with business solutions trends. Ability to multi-task, organize and prioritize. Work independently while contributing to a team environment. Problem solving and conflict resolution skills. Good interpersonal skills and ability to work cordially with management, employees, stakeholders and the public. Willingness to travel and work extended hours, when required. |
| <b><u>DUTIES</u></b>       | : | Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development and delivery modalities. Undertake research of local and international best practices to identify cutting edge capacity development interventions. Identify appropriate strategies and learning areas to meet capacity development needs. Manage the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-up institutional support. Lead and oversee the pilot and iteration of organisational learning strategies that contribute to service impact. Inform project plans, budget plans and concept notes to guide learning strategies. Support in curriculum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

formulation and content, including the identification of platforms and partners as well as critical reading and analysis. Serve on project teams for new curriculum development. Support the development and/or enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners and HEIs. Support the management and the review and update of curriculum content, including customisation of content. Oversee the orientation of capacity development offerings. Provide effective and efficient programme and project monitoring and management. Support the recruitment and/or contracting of panel of experts, partners and HEIs pertinent to the capacity development intervention. Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Support the adherence to accreditation requirements, support assessment and certification, including timely issuing of certificates. Determine and provide post-delivery support to individuals and institutions, as well as case file management and data management. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish and manage public and private sector networks and multi-sector relationships relevant to the subject matter area located within the bands. Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
: **APPLY USING THIS LINK: [APPLICATION FOR EMPLOYMENT DIRECTOR: CADET AND YOUTH DEVELOPMENT NSG, 14/2026. – Fill out form](#)**

**OTHER POSTS**

**POST 28/50**

: **DEPUTY DIRECTOR: LEARNER RECORDS REF NO: NSG 15/2026**

**SALARY  
CENTRE  
REQUIREMENTS**

: R932 292 per annum (Level 11), an inclusive remuneration package  
: Pretoria  
: A Bachelor's Degree on NQF level 7 in Public Administration, or related field. Registration with a relevant professional body will also be an added advantage. Experience: A minimum of five (5) years of relevant experience, including at least three (3) years at the Assistant Director or equivalent level in learner records or supporting ETD practices. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Knowledge of the Skills: Development landscape in South Africa. Thorough understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. Skills: Strong interpersonal skills. Problem-solving skills. Research and analysis techniques. Proficiency in communication and presentation skills. Excellent project, time, and people management skills. Proposal and report writing skills. Excellent organising and planning skills, computer literacy in Microsoft Office Suite, and digital skills. Personal Attributes: Participate in professional development growth activities for Participate in professional development growth activities for maintaining professional knowledge and staying current with research practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality

**DUTIES**

and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure.

: Verify the accuracy and correctness of invoices and course offers. Ensure the accuracy of supporting evidence uploaded on MyNSG platform. Verify captured learner results on the MyNSG. Develop, review and enforce quality assurance standards and control measures for learner records, assessments, moderation and certification processes in line with legislative and institutional requirements. Conduct periodic quality reviews and internal audits of learner records and MyNSG data to assess compliance, accuracy and effectiveness, and implement corrective and preventive actions where deficiencies are identified. Monitor the effectiveness of quality management interventions by analysing error trends, audit findings and stakeholder feedback, and recommend continuous improvement initiatives to enhance service delivery and records integrity. Manage timeous allocations of invoices for processing. Approve payment advice documentation. Manage timeous submission of payment advice to Finance. Report on status of invoices. Respond to learner and client queries and requests. Ensure that complaints are properly recorded, tracked and channelled properly. Resolve disputes with assessors and moderators, ETQAs, clients and learners. Manage relations with ETQAs on verification and accreditation. Manage the assignment submission dates. Approve extensions on assignment submissions. Manage the capturing of assignment records into the MyNSG. Manage the batching of assignments per training offers. Manage the deployment of assessors and moderators. Manage the implementation of assessment policies with HEIs. Manage the upload of learner assessment and moderation results on ETQAs systems. Manage uploading requests for external moderation and relevant documents (moderation reports, learner lists per course/US, assessors and moderators) in the ETQA system as per the set requirements. Ensure that there are proper filing systems and all portfolios to be moderated are available (either online or physically). Compile and implement a management improvement plan to ensure all findings and issues formally raised by ETQAs are addressed. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Supervise employees. Strategic planning, performance management monitoring and reporting of unit performance. Risk management as well as mitigation plans, including business continuity plans.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
: [APPLY USING THIS LINK: APPLICATION FOR DEPUTYDIRECTOR:  
LEARNER RECORDS REF NO: NSG 15/2026 – Fill out form](#)

**POST 28/51**

: **DEPUTY DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF  
NO: NSG 17/2026**

**SALARY  
CENTRE  
REQUIREMENTS**

: R932 292 per annum (Level 11), an inclusive remuneration package  
: Pretoria  
: A recognised bachelor's degree or equivalent (NQF level 7) in the field of Supply Chain Management, Logistics, Finance, or a related field. Registration with a relevant SCM professional body will be an advantage. Experience: A minimum of five (5) years' experience in Supply Chain Management, Asset Management, Logistics, within the education and training or related field, of which three (3) years must be at supervisory Assistant Director or equivalent level. The incumbent must undergo security vetting, and clearance will be determined. Advanced knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management frameworks, and public sector financial management practices. Advanced knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation, including the Public Service Act, Public Administration Management Act (PAMA), Public Service Regulations, and related governance frameworks. Extensive knowledge of demand management, acquisition

management, logistics management, contract management, supplier management, asset management, disposal management, and inventory management principles and practices. Advanced knowledge of government transversal systems and procurement platforms, such as BAS, LOGIS, Central Supplier Database (CSD), e-Tender Portal, and related SCM information systems. Knowledge of corporate governance, risk management, internal control systems, audit processes, fraud prevention, ethics management, and compliance monitoring. Knowledge of strategic planning, budgeting, performance management, project management, stakeholder management, and service delivery improvement frameworks within government institutions. Treasury Regulations and SCM Frameworks. Batho Pele principles. Experience working on BAS & LOGIS and CSD. Skills: Demand, Acquisition, Logistics, Contract, and Asset Management. Contract Management and Supplier Relationship Management. Bid Administration and Secretariat Support to Bid Committees. Financial and asset management. Computer Literacy and Proficiency in Government Transversal Systems (BAS, LOGIS, CSD, eTender Portal, and Microsoft Office Suite). Project and process management. Leadership and people management. Governance and compliance orientation. Problem-solving and decision-making. Integrity and accountability. Reporting and compliance management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organize and prioritise. Ability to work independently while contributing to a team environment. Problem solving and conflict resolution skills. Good stakeholder management skills. Ability to work under pressure.

## **DUTIES**

:

Coordinate SCM planning, reporting, risk management, and audit processes, including the implementation of audit action plans and corrective measures. Oversee supplier and contract management processes to ensure effective service delivery, value for money, and compliance with contractual obligations. Monitor SCM performance indicators and prepare management reports on procurement trends, compliance levels, and operational efficiency. Promote ethical procurement practices and implement measures to prevent fraud, corruption, irregular expenditure, and SCM system abuse. Develop, review and implement demand and acquisition management policies, frameworks, processes and procedures. Coordinate the compilation, consolidation and approval of the Annual Procurement Plan in line with budget allocations and operational requirements. Oversee the development of specifications/terms of reference to ensure completeness, compliance and standardisation. Manage acquisition processes, including bid administration and compliance with SCM prescripts. Establish and provide secretariat support and/or advisory services to Bid Specification Committees (BSC), Bid Evaluation Committees (BEC), and Bid Adjudication Committees (BAC). Maintain effective record-keeping systems and procurement documentation in accordance with legislative and audit requirements. Monitor and evaluate demand and acquisition performance and implement corrective measures where required. Manage the prevention of fraud, corruption, irregular expenditure, and SCM system abuse within demand and acquisition management processes. Develop, review and implement logistics, disposal and asset management policies, systems and procedures. Oversee the provisioning, storage, distribution and control of goods and services. Manage inventory and stock control systems to ensure accuracy, safeguarding, and accountability. Coordinate the identification and disposal of redundant, obsolete, or unserviceable assets in line with legislative and regulatory prescripts. Ensure the maintenance, updating, and integrity of asset registers for movable and immovable assets. Monitor asset verification processes, including physical condition assessments, utilisation reviews, and performance reporting. Conduct periodic asset verification and reconciliation processes to ensure asset existence, completeness, and accuracy. Analyse asset performance, utilisation, depreciation trends, and lifecycle management data for strategic decision-making and reporting purposes. Compile and submit asset management reports in compliance with regulatory, audit, and organisational reporting requirements. Provide technical advice and guidance to business units on SCM, logistics, disposal, and asset management practices. Promote awareness, compliance, and adherence to asset management policies, procedures, and internal control measures across the institution. Establish and maintain strategic and operational relations with internal business units and external stakeholders (National Treasury, DPSA) to support effective service delivery. Facilitate integrated planning and

collaboration across business units to inform procurement planning, demand management, and asset lifecycle management processes. Undertake benchmarking to identify and implement innovative supply chain and asset management practices. Represent the organisation in internal and external forums/ structures to influence compliance, policy alignment, and best practice implementation. Identify and leverage collaborative opportunities to strengthen supply chain efficiency, asset management capability, and overall institutional performance. Manage the resources (people, finance, systems, assets) allocated within the directorate. Manage the implementation of operations management within the business unit, including determining service standards, standard operating procedures, business process management, total quality management, and digital transformation. Develop appropriate strategies and plans for achieving performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of employees and service providers who are expected to accomplish assigned duties efficiently, effectively, and competently and to strive for improvement and excellence in all work performed.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
: APPLY USING THIS LINK: [APPLICATION FOR DEPUTY DIRECTOR:  
SUPPLY CHAIN AND ASSET MANAGEMENT NO: NSG 17/2026 – FILL  
OUT FORM](#)

**POST 28/52**

: **ASSISTANT DIRECTOR: ETD COORDINATION REF NO: NSG 18/2026**

**SALARY  
CENTRE  
REQUIREMENTS**

: R487 197 per annum (Level 09)  
: Pretoria  
: A tertiary qualification registered at (NQF Level 6) in Human Resource Development, Business Administration & Management, Public Administration & Management, Operations Management or Project Management. Experience: 3 years' experience in education, training, and development (ETD) coordination or working in an ETD environment, including supervisory experience. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD co-ordination or client service coordination. Proficiency with necessary technology such as software applications and computers. Good understanding of the public sector, relevant policies, and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Batho Pele principles. Skills: Events and project management. Time management. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multitask and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.  
: The incumbent will be responsible for the following Key Results Areas: Co-ordinate the planning process for the delivery of ETD events (e.g., face-to-face, virtual, e-learning and blended training). Manage bulk bookings not to exceed the actual booked number. Co-ordinate ETD interventions with client departments, contracted service providers, and internal business divisions.

**DUTIES**

Manage the processes related to procurement of logistics (e.g. venue and catering). Deployment of the panel of experts and HEI's in accordance with their area of specialization. Prepare case files for handover (final attendance registers, verification of captured records, deviation memos/submissions) and submit to Learner Records after course reports. Management of priority clients (schedule meetings, ensure MOU/MOA project plans implementation). Monitor and assess each ETD event's success, prepare reports and identify areas of improvement. Manage the logistics related to printing and packaging of course material (for face-to-face training) and delivery before the ETD intervention. Monitor and replenish the stock levels of course material timeously and efficiently. Ensure the distribution and completion of learner evaluation questionnaires and feedback forms and submit to the relevant business unit. Ensure the thorough completion of attendance registers and the prompt receipt of reports from the panel of experts and higher education institutions (HEIs) subsequent to the educational and training development (ETD) intervention. Quality assure physical and online documentation received from the Contact Centre before co-ordination activities. Manage the quality of course materials distributed in line with the approved specification before printing as well as before dispatching clients. Undertake periodic site visits to ETD venues (internally and externally) to ensure quality standards. Monitor the quality and performance of service providers responsible for catering, venues, and printing in line with the NSG policies and standards. Create awareness of NSG Standards, to Departmental Coordinators. Provide support in the orientation of contracted panel of experts and HEI's and assist in presenting on training logistics matters. Manage and verify the accuracy of data capturing into the system. Ensure quality of the ETD interventions into the system, through continuous monitoring and in liaison with relevant programme managers. Manage data integrity and security of learner personal information into the system. Liaise with Learner Records after each ETD intervention for the issuing of payments and certificates. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES  
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
: **APPLY USING THIS LINK: [APPLICATION FOR ASSISTANT DIRECTOR:  
ETD COORDINATION REF NO: NSG 18/2026 – FILL OUT FORM](#)**

**POST 28/53**

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: NSG 19/2026**

**SALARY  
CENTRE  
REQUIREMENTS**

: R338 106 per annum (Level 07)  
: Pretoria  
: A tertiary qualification at (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management or Commerce. Experience: one (1) to two (2) years relevant experience in supply management. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act. Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. Microsoft Office suite, especially Word, PowerPoint, and Excel. Administration of LOGIS and BAS systems. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Batho Pele principles. Skills: Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Financial management skills. Capabilities: Planning and organising. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Analytics and research. Personal Attributes: Ability to multitask and organise, prioritise, and follow multiple projects and tasks through to completion with attention to

detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required.

## **DUTIES**

: Provide administrative support in the development, implementation and monitoring of supply chain management policies, frameworks, and practice notes. Support supply chain management audit and compliance processes. Conduct elementary research as required by the Director to support the implementation and monitoring of supply chain policies, frameworks, and practice notes. Support awareness and communication initiatives to empower NSG officials on SCM matters. Provide general technical and administrative advice to NSG officials, service providers and clients on SCM matters. Provide support in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Ensure the implementation of preferential procurement policy objectives. Ensure that received assets are barcoded, accurate updating of the asset register and monthly reconciliation with supporting documents. Plan and undertake the assets verification, in stock counts, investigate and report on variances, make necessary recommendations to resolve discrepancies. Provide support to obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory, and consumables. Provide administrative and secretariat support to the relevant committees related to asset management, as may be required. Provide support in the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Compile and source requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Check completeness of documentation and compliance against supply chain management principles and thresholds. Provide support in the development of bidding documents in accordance with relevant policies, including briefing sessions. Provide administrative and secretariat support to the relevant committees related to acquisition and demand management, including the Bid Committees, as may be required. Prepare appointment letters, maintain, and update contract register and liaise with relevant managers for contract management. Assist in the identification and determination of irregular, fruitless and wasteful expenditure. Undertake all aspects of warehouse management, stocktaking, including submission of stocktaking reports per sub-inventory, compilation and updating of stock inventories. Ensure that stock levels are determined, maintained, available upon demand and that proper internal controls are in place. Undertake verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors, including addressing instances of under- or non-performance against pre-determined standards. Receive invoices from centralised system and forward to relevant line managers. Ensure accurate and verified placement of orders, and payment of suppliers within 30 days. Implement an effective document control and filing systems. Ensure fair and equitable distribution of goods across the NSG. Implement effective and efficient supply chain management systems, including daily capturing, verification, and management on the LOGIS and BAS systems. Ensure the effective monitoring and evaluation of supply chain practices and processes. Maintain close working relationships with other relevant units in the NSG and other key external stakeholders to ensure efficient supply chain management. Administer project accounts (e.g., courier and travel services) as may be determined. Implement effective operations management. including service standards, standard operating procedures, business process management. total quality management and digital transformation. Provide monthly and quarterly inputs on financial and non-financial performance of the Directorate.

## **ENQUIRIES APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
: [APPLY USING THIS LINK: APPLICATION FOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: NSG 19/2026 – FILL OUT FORM](#)

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## ANNEXURE K

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **National Office: Midrand:** 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.

**Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301

**KwaZulu-Natal: Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu & Stalwart Simelane Streets, Durban, 4000.

**CLOSING DATE**

: 24 August 2026

**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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, 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 of the Chief

Justice complies with the provisions of the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### OTHER POSTS

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b><u>POST 28/54</u></b>          | : | <b><u>REGISTRAR REF NO: 2026/92/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>              | : | R337 563 - R1 155 777 per annum (MR3-MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Free State Division of The High Court: Bloemfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | : | Applicants should be in possession of an LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB degree or equivalent qualification plus a minimum of 2 years post qualification experience in a legal profession (certificates of service must accompany the application). MR4: LLB degree or equivalent qualification plus a minimum of 8 years post-qualification experience in a legal profession (certificates of service must accompany the application). MR5: LLB degree or equivalent qualification plus a minimum of 14 years post-qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's license. Superior court/litigation experience and supervisory experience will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and skills: Knowledge of Case Flow Management and legislative frameworks governing the Public Service. Skilled in excellent communication (verbal and written), planning, organising, problem solving, numeracy, conflict management, time management along with the following attributes: Attention to detail, professionalism, strong work ethics and ability to work under pressure. |
| <b><u>DUTIES</u></b>              | : | Co-ordination of Case Flow Management and administrative support to the judiciary, comply with court rules and all relevant prescripts, handling taxation of bills of cost, manage the issuing of all processes and initiating of court proceedings, co-ordinate appeals and reviews, attend to and execute requests from the judiciary in connection with cases and case related matters, issue/sign court orders/letters to attorneys/litigants on behalf of the court, keep/check and analyse the court's monthly, quarterly and annual statistics and monitor the submission thereof, implement effective and efficient administration of court files and records management, deal with the files in terms of the relevant codes and legislation, prepare and present files for audit purposes, ensure the submission of records for translation, attend/oversee to general public queries/correspondences, attend to office management, planning and organizing and manage staff and related HR processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>           | : | Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523<br>HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b>        | : | Applications can be sent via email to <a href="mailto:2026/92/OCJ@judiciary.org.za">2026/92/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 28/55</u></b>          | : | <b><u>SUPPLY CHAIN CLERK REF NO: 2026/93/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : | R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Free State Provincial Service Centre, Bloemfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                   | : | Applicants should be in possession of a Grade 12 certificate. No experience required. National Diploma in Supply Chain Management / Economics /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Finance / Financial Management / Procurement / Logistics / Public Management / or relevant qualification at NQF level six (06) as recognised by SAQA will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, basic knowledge and insight of the Public Service financial legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic financial operating systems (BAS), basic knowledge of work procedures in terms of the work environment, knowledge of Batho Pele Principles. Skilled in communication (verbal and written), problem solving, good public relations, monitoring and analytical skills, computer literacy (MS Office), planning and organising, report writing and typing skills.

**DUTIES**

: Capture invoices and creation of Creditor Payment Advises, verify all invoices received, capture correct information on LOGIS which will be defaulted to the Creditor Payment Advice, attach all the relevant prescribed documentation to the Creditor Payment Advice, maintain a computerised or manual register of all payments processed to track the status of such invoices, provide pertinent information on the state of the department's creditors to the relevant line managers, maintain and update the Procurement Status Report with details of the relevant transactions, render asset management clerical support, compile and maintain records (asset records/ database), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal and verify asset register, render demand and acquisition clerical support, carryout and implement preference points system with appropriate goals per commodity in terms of Preferential Procurement Policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, , distribute store items to the end-user in the absence of the responsible person, process Purchase Orders (PO), verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, draft Letters of Awards in cases of the unavailability of LOGIS and other urgent circumstances, send properly signed purchase orders in regard of all goods and service requests to suppliers, render and record all procurement transactions, provide support in monthly reporting for Supply Chain Management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filing, recording, safe keeping of documents for audit purposes, administration of stores and compile SCM reports on orders issued.

**ENQUIRIES**

: Technical Related Enquiries: Mr. T.J Diphoko Tel No: (051) 492 4617  
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523

**APPLICATIONS**

: Applications can be sent via email to [2026/93/OCJ@judiciary.org.za](mailto:2026/93/OCJ@judiciary.org.za)

**NOTE**

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

**POST 28/56**

: **REGISTRAR'S CLERK REF NO: 2026/94/OCJ**

**SALARY**

: R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: KwaZulu-Natal Local Division of The High Court: Durban

**REQUIREMENTS**

: Applicants should be in possession of Grade 12 certificate. No experience required. A driver's license will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, promotion of access to information Act, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving, analysing, time management and administrative skills.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b><u>DUTIES</u></b>       | : | Perform clerical and administrative work within the court, register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, handle court's request files, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously, safe-keep and dispose of case records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 5562<br>HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/94/OCJ@judiciary.org.za">2026/94/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 28/57</u></b>   | : | <b><u>ADMINISTRATION CLERK REF NO: 2026/95/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | National Office: Midrand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of Grade 12 certificate. No experience required. A driver's license will serve as an added advantage All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and Skills: Knowledge of Records Management, knowledge and understanding of Service Delivery Improvement Programmes, knowledge and understanding of Batho Pele Principles, knowledge and understanding of Strategic Planning. Skilled in good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, time management, planning, organising, administration skills, problem solving and good customer service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Provide administrative and technical support to all strategic planning processes: Provide logistical arrangements to all planning sessions, including securing the venue, catering, electronic equipment, etc. Compile memos and guidelines in preparation for all planning processes, provide support to the development of OCJ Environmental Scan Report, provide support to the process of coordinating the development of the OCJ Strategic, Annual Performance, and Operational Plans, quality assure the submission of OCJ Strategic, Annual Performance and Operational Plans. Provide administrative and technical support to Service Delivery Improvement processes: Review quarterly, annual SDC and SDIP reporting templates, develop and edit Draft Service delivery improvement reports (SDC, SDIP, Batho Pele and Frontline Service Delivery Monitoring reports), quality assure the submission of the Service delivery improvement reports, keep up breast with the Service Delivery Improvement processes. Compile monthly and quarterly performance reports of the Strategy and Service Delivery Planning: Develop, edit, draft monthly and quarterly reports for inputs in line with the Operational Plan, quality assure the sourcing of all the required portfolio of evidence documents, upload relevant Portfolio of evidence to the reporting system, ensure the submission of portfolio evidence to relevant units. Provide clerical administrative support to the Strategy and Service Delivery Planning unit: Liaise with internal and external stakeholder engagement, update the records management system, keep abreast of the SharePoint for filing and archiving purposes, provide ad hoc administrative duties when required within the SSDP unit, ensure submission and distribution of unit documents to business units, ensure a successful logistical arrangement for travelling, meetings and workshops. |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501<br>HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to <a href="mailto:2026/95/OCJ@judiciary.org.za">2026/95/OCJ@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**NOTE**

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

## ANNEXURE L

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered to 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083 or emailed.
- CLOSING DATE** : 25 August 2026
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Candidates will also be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

## MANAGEMENT ECHELON

- POST 28/58** : **DIRECTOR: LEGISLATION REF NO: DPSA 20/2026**
- SALARY** : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in Law, a Bachelor of Laws (LLB), or a Bachelor of Procuratoris (B. Proc). Minimum 5 years at a middle or senior managerial level. Minimum 8 years' experience in Legislative drafting. Admitted as an Attorney or Advocate. Knowledge of the Constitution of the Republic of South Africa, Drafting conventions applicable in South Africa, Public Administration and other relevant/related legislation. Strategic priorities of

Government. Must have sound understanding of operations management. Must have an understanding of drafting Public Administration legislation including bills and regulations. Must have managerial skills decision making, problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resource management, research, change management and project and program management. Generic skills: Diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Technical skills: Legislative drafting, legislative processes and legislation scrutiny.

**DUTIES** : To manage drafting of Public Administration legislation. Review legislation administered by the Minister for the Public Service and Administration. Provide legal advice on matters concerning public administration legislation. Manage all the operations, systems, and processes of the directorate. Attend departmental management structures and any other meetings as directed. Participate in inter-departmental and intra-departmental committees, tasks, and project teams as nominated.

**ENQUIRIES** : Adv. Mmasetshaba Matlou Tel No: (012) 336 1638  
**APPLICATIONS** : E-mail your application to [Advert202026@dpsa.gov.za](mailto:Advert202026@dpsa.gov.za)

**POST 28/59** : **DIRECTOR: GENERAL BENEFITS REF NO: DPSA 21/2026**

**SALARY** : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists 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.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate an appropriate B. Degree in Human Resources Management and Development or equivalent qualification at NQF level 7. Minimum 5 years' at a middle or senior managerial level with minimum 10 years appropriate experience in Conditions of Service environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and developing Prescripts for Remuneration and General Benefits for the Public Service. General and macro-Benefits theory and practice, Knowledge of general benefits in the Public Service, Human resource management, Research and analysis and Public Policy development and implementation. Decision making, Problem solving, Written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Financial management, Human resource Management, Research, Change management, Project and program management. Problem Solving (conceptual thinking), Decision Making, Diversity management, Communication and information management, Interpersonal relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict management.

**DUTIES** : Manage the development of Prescripts in relation to General Benefits (leave of absence, working time, PILIR, standby allowance, danger allowances, sessional assistance, Foreign Service Dispensation, allowances for personnel serving executive authorities, allowance for secretaries to a head of department, night shift allowance, etc.). Manage the provision of implementation support to departments. Manage the monitoring of implementation and compliance. Manage the operations, systems and processes of the Directorate.

**ENQUIRIES** : Mr. Samson Radebe Tel No: (012) 336 1569  
**APPLICATIONS** : E-mail your application to [Advert212026@dpsa.gov.za](mailto:Advert212026@dpsa.gov.za)

**POST 28/60** : **DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA 22/2026**

**SALARY** : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum remuneration package of R1 551 807 per annum is possible, subject to satisfactory performance. The all-inclusive

remuneration package consists 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.

**CENTRE  
REQUIREMENTS**

- : Pretoria
- : A minimum qualification at NQF level 7 in Human Resources Management/ Public Management/ Public Administration/Industrial Psychology or related qualification. Minimum 5 years' at a middle or senior managerial level. Minimum 8 years' experience in Performance Management environment. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government. Managerial skills: Decision making, Problem solving, Written and verbal communication, Stakeholder management and coordination, Negotiations, Strategic thinking and leadership, Analytical skills, Interpersonal relations and teamwork. Technical skills: Policy development, Human Resources Management and Monitoring and Evaluation. Generic skills: Diversity Management, Communication and Information management, computer literacy and conflict management.

**DUTIES**

- : Manage the development of Prescripts for Performance Management. Develop and review prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) in line with the departmental standards and submitted for approval by the relevant approval authority. Manage the provision of implementation support to Departments. Manage the monitoring of implementation and compliance. Manage all the operations, systems and processes of the Directorate.

**ENQUIRIES  
APPLICATIONS**

- : Ms. Mpho Ntuli Tel No: (012) 336 1051
- : E-mail your application to [Advert222026@dpsa.gov.za](mailto:Advert222026@dpsa.gov.za)

## ANNEXURE M

## 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.*

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b><u>APPLICATIONS</u></b> | : | 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 delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CLOSING DATE</u></b> | : | 25 August 2026 by 16:30, (Late applications will not be considered)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | 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. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are 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. Applicants 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) 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

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b><u>POST 28/61</u></b>          | : | <b><u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DT 43/2026</u></b>                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>              | : | R932 292 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)                                                                                                                                                 |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>An appropriate NQF 7 qualification in Labour Relations or equivalent qualification. Five (5) years' experience in a labour relations environment of which three (3) years must be at a supervisory level. A post graduate qualification in labour relations will be an added advantage. Knowledge and understanding of departmental policies and procedures, all labour laws |

including LRA, BCEA and EEA. Ability to interpret and apply policies, strategies and legislations. Knowledge of Public Service Regulations, Record Management, the PFMA and Treasury regulations. Communication, analytical and ability to liaise with different stakeholders at different levels. Emotional intelligence and sound interpersonal relations skills. Proactive and innovative as well as technical skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

**DUTIES**

: The successful candidate will be responsible for managing the registration of grievances, appointment of investigating officers and facilitation of grievances; managing investigations and conciliation or mediation meetings where appropriate; analysing investigating officers' reports and quality checking submission for approval; managing the communication on the outcome of grievances and aggrieved employees; ensuring that grievances are routed to the Minister if the employee remained dissatisfied; managing records of receipt of dispute referral forms and notices from Council or Commission; managing the logistics of disputes scheduled for Conciliation and Arbitration; ensuring the technical aspects of the disputes are considered; ensuring registration of misconduct cases; providing short exposition of the process from drafting of charges to conclusion of the case; taking instructions and ambit of instructions in relation to the desired outcome of disciplinary hearings; assisting counsel at arbitration proceedings; managing the appointment of investigators, initiators and presiding officers; managing investigations into allegations misconduct and compiling reports; managing the formulation of charges of misconduct; ensuring the internal approval process is followed following receipt of the presiding officer's reports; managing the communication on the outcome of the disciplinary hearing; overseeing the capturing of disciplinary outcomes on PERSAL; overseeing the processing of referred harassment cases; overseeing the implementation of the outcome decisions of the Financial Misconduct Committee (FIMICO); quality checking submissions to the Minister or his/her delegate if appeal has been lodged; managing the coordination of DBC's; managing secretarial services during task team meetings, bi-laterals and multi-laterals; ensuring that the relevant documents are available timeously and complete; ensuring that a mandate is received from the relevant authorities; complying with directives from Council, CCMA or Court to avoid interest costs; identifying technical aspects of the disputes; preparing rescission, variation of awards and reviewing applications to challenge awards and court judgements as and when required; providing objective and unbiased opinion and advising the department and employees on interpretation and application of rights in the collective agreements; identifying areas within the department requiring employee relations training; listening to employees' complaints and creating an atmosphere conducive to allowing for constructive discussion; monitoring employee relations trends in terms of collective bargaining internally (DBC) and externally (Council); providing written or oral advice to management and officials; monitoring the parties compliance with the LRA, Rules of Council and/or any other law regulating collective agreement engagements; ensuring that parties do not consult on salaries and other conditions of employment in respect of employees at the DBC; advising the employer representing team on options like caucus in order to minimise disruptions to DBC normal work.

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

: Ms A Dreyer Tel No: (012) 444 6543  
: E-Mail: [Recruitment4326@tourism.gov.za](mailto:Recruitment4326@tourism.gov.za)  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment NB: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

**POST 28/62**

: **ASSISTANT DIRECTOR: CLAIMS NON-CAPITAL INCENTIVES REF NO: DT 44/2026**

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

: R487 197 per annum (Level 09)  
: Pretoria  
: A recognised NQF Level 6 qualification in Finance, Business Administration/ Economics. 3-4 years' relevant working experience in the appropriate environment in the private or public sector, of which 2 years should be on a senior practitioner level or equivalent. Knowledge of the PFMA. Knowledge of the Tourism Act. Knowledge of Public Sector Regulations. Knowledge of Treasury Regulations. Understanding of the National Tourism Sector Strategy and the Tourism Growth Partnership Plan. Project management skills.

**DUTIES**

Stakeholder management skills. Interpersonal and presentation skills. Numerical skills. Planning and organising skills. Knowledge of incentives will be an added advantage. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

: The successful candidate will be responsible for acknowledgement of claims; screening claims by applying programme guidelines, rules and policies; evaluating complete claims; preparing payment advices; submitting claims at finance for payment processing; collection of stubs/ proof of payment; compile list of monthly cancellations of claims; compiling and submitting weekly and monthly workload statistics report; managing the database and updating payments on a daily basis, compiling the Travellers list of approved enterprises; communicating to approved enterprises to confirm airport departure; requesting quotations for flight and accommodation through the department's travel agency; preparing visit authorisation enterprises and submit to the Department's travel office; verify travel vouchers and send to the approved enterprises; collecting post intervention reports from the beneficiaries after the submission of claims upon their return from the event; collecting the six-months Impact Analysis Report from beneficiaries following the supported event;; following up on the outstanding post intervention and six months Impact Analysis Report; verifying information collected through the post-intervention report and six-month's Impact Analysis Report; compiling and consolidating the interim financial statement and monthly TIP consolidated financial reports; assisting with reconciliation of travel and accommodation invoices against payments to the Department's travel agency; providing inputs to the monthly consolidated commitments, accruals and expenditure reports; reconciling approved enterprise claims, travel and accommodation against BAS reports and report discrepancies found to the Supervisor; providing inputs to the quarterly and annual TIP implementation reports; assisting with implementation of the Memorandum of Agreement for the Tourism Grading Support Programme (TGSP); ensuring transfers to the implementer are done timeously upon receiving the request; verifying the information on the TGSP report and annexures and generating a report; drafting the annual meeting schedule; attending and providing secretariat duties during meetings; checking completed MASP files and archive with Records Management; update information and documents on EDMS; ensuring all claims are recorded and filed accordingly after approval; respond to verbal and written client's queries, enquiries and referrals; liaising with internal and external stakeholders, meet walk in clients; marketing TIP incentives provincially; attending and participating in stakeholder awareness workshops and meetings; conducting site visits on a quarterly basis; identifying areas of improvements on the MASP guidelines and assisting to develop processes and material to ensure that readiness to introduce the revised guidelines.

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

: Ms M Kekana Tel No: (012) 444 6333  
: Email Application: [Recruitment4426@tourism.gov.za](mailto:Recruitment4426@tourism.gov.za)  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

**POST 28/63**

: **HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT**  
**CLERK REF NO: DT 45/2026**

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

: R237 453 per annum (Level 05)  
: Pretoria  
: A Grade 12 (Senior Certificate) or equivalent qualification. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Planning and organising skills. Good verbal and written communication skills. Interpersonal skills. Teamwork. Flexibility. HR experience would be an added advantage. A valid driver's license.

**DUTIES**

: The successful candidate will be responsible for providing administrative support for internal and external bursary scheme; receiving and processing tuition fee claims, prescribed book claims and related documentation; verifying student accounts and confirming previous payments where repeat modules are involved; preparing tuition payment requests and submit them to Finance within prescribed timeframes; maintaining accurate records of bursary beneficiaries

and related documentation; providing registry, document management and general administrative support; preparing, photocopying, scanning, binding and distributing documents for training, induction, orientation and other HRD programmes; receiving, distributing and tracking official correspondence; maintaining an effective filing and records management system; ensuring confidential disposal of documents through approved shredding processes; providing general administrative support to the Directorate; maintaining Human Resource Development databases and records; capturing and maintaining learner information on the HRD database; updating databases relating to internships, bursaries, Workplace Skills Plan (WSP) training interventions, induction and orientation programmes; producing accurate reports and statistics information when required; maintaining electronic and manual records of all HRD interventions; coordinating training logistics and supporting the implementation of learning interventions; arranging training venues and logistical requirements; coordinating learner registration and attendance confirmations; preparing attendance registers and training material; conducting pre-course administrative activities; monitoring attendance during training interventions; administering training evaluation forms and compile evaluation reports; arranging transport and other logistical requirements where applicable; liaising with training providers and internal stakeholder regarding training arrangements; providing administrative support to the internship programme; assisting with the administration and placement of interns within the Department; coordinating induction and orientation programmes for interns; maintaining intern records and monthly internship reports; supporting the implementation of internship development programmes; monitoring compliance with internship administrative requirements; providing administrative support for Performance Management and Development System; receiving records and filing performance agreements and performance assessment documentation; performing quality assurance on submitted PMDS documents; monitoring compliance with PMDS submission timeframes; compiling reports on outstanding and non-compliant submissions; maintaining accurate filing and record management of all PMDS documentations.

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

Ms N Buthelezi Tel No: (012) 444 6149  
: Email Application: [Recruitment4526@tourism.gov.za](mailto:Recruitment4526@tourism.gov.za)  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

## ANNEXURE N

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

- APPLICATIONS** : Please forward your application for the above position via post to: Director General, Private Bag X22, Arcadia, Pretoria, 0183 or hand-delivery: 509 Pretorius Street, Pencardia 1 Building, 2nd Floor, Arcadia or email at [DTARecruit202616@cogta.gov.za](mailto:DTARecruit202616@cogta.gov.za)
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 25 August 2026
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. 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. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POST

- POST 28/64** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2026/16**
- SALARY** : R237 453 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate with Accounting/Mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. A valid drivers licence. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.
- DUTIES** : The successful candidate will perform the following duties: Capturing, reconciling and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 and ensure timeous payments to the South African Revenue Services and other third parties for statutory deductions. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts receivable, accounts, journalise, reconciliations, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and payments enquiries and payments from other departments. Assist with month-end closure processes. Assist with provision of source documents/payment batches to Auditor-General and Internal Audit.
- ENQUIRIES** : Mr L Motlhabedi Tel No: (012) 065 3440

## ANNEXURE O

## 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.***



**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
 : 25 August 2026 at 12:00 pm (Midday)  
 : 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 and the National Treasury ICT unit was unable to assist. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. 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, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. 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 put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za). Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

# MANAGEMENT ECHELON

**POST 28/65** : **DIRECTOR: DATA GOVERNANCE REF NO: S092/2026**  
 Division: Office of The Director-General (ODG)  
 Purpose: To develop and manage data governance frameworks, ensuring that data quality, compliance, security, and effective data management practices are implemented and adhered to.

**SALARY** : R1 317 384 per annum, (Incl. benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 coupled with minimum Bachelor's Degree (equivalent to NQF Level 7) in Computer Science or Economics or Data Science or Information Management or related qualification. A minimum 5 years' experience at a middle/senior managerial level obtained in data governance, management and compliance. Experience in the formulation and managing of data governance frameworks, policies and practices. Knowledge of data governance frameworks (e.g., DAMA-DMBOK), data privacy regulations (e.g. POPIA), and data quality standards. Knowledge and experience with data management tools and metadata management platforms. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.

**DUTIES** : Data governance framework and policy development: Develop and implement a comprehensive data governance and management framework, including policies, standards, and procedures. Define data ownership, stewardship roles, and accountability across the organisation. Establish a Data Governance Committee to drive adherence to data policies and facilitate decision-making. Define and track key data governance metrics to measure the effectiveness of data governance initiatives. Lead data governance and data management related to the MzansiXchange. Data and metadata management: Implement and oversee master data management processes to ensure consistency and accuracy of critical data entities. Establish a data catalogue to classify National Treasury data assets. Implement metadata management practices. Ensure that data catalogue and metadata are continuously updated. Data quality management and improvement: Establish data quality metrics, standards, and processes to ensure data accuracy, completeness, consistency, and reliability. Develop appropriate techniques for data verification, profiling, cleaning, and monitoring techniques to maintain high data quality. Collaborate with data stewards and divisions to identify data quality issues and drive corrective actions. Stay updated on emerging trends, technologies, and best practices in data governance and data management. Lead initiatives to adopt new tools and technologies that enhance data governance capabilities. Data compliance, security, and risk management: Ensure compliance with data privacy laws and regulations (e.g., POPIA) and industry standards. Identify potential data risks and develop strategies to mitigate them, including data access controls and encryption. Collaborate with the IT and cybersecurity teams to ensure data security protocols are integrated into the data governance framework. Stakeholder engagement: Train and educate stakeholders on data governance best practices, data ownership, and compliance requirements. Engage internal and external stakeholders on new developments pertaining to data governance, compliance, security and risk management and their impact on the management of data in the National Treasury. Represent National Treasury on inter-governmental and other external forums and committees related to data governance. Establish relationships with key government departments, research and international organisations to advance data governance functions.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## OTHER POSTS

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b><u>POST 28/66</u></b>   | : | <b><u>ASSISTANT DIRECTOR: BAS &amp; LOGIS OPERATIONS REF NO: S090/2026</u></b><br>Division: Office of The Accountant-General (OAG)<br>Purpose: To support and maintain transversal financial management systems and enabling technologies (including current and future solutions) in compliance with applicable legislation, policies, standards and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R605 742 per annum (Excl. benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF Level 6) or Bachelor's. Degree (equivalent to NQF level 7) in Information Technology, Information Systems, or Business Analysis; A certification in Project Management will serve as an added advantage. A minimum of 3 years' experience obtained in an application, system support, or operations environment. Experience in transversal financial management systems operations and support processes (incident, problem solving, change and release management). Experience in Project Management (IT Systems Implementation). Knowledge and experience of the public-sector financial framework and end-user support in a multi-stakeholder environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Systems Operations & Modernisation: Assist in the evaluation of policy requirements and user specifications for National and Provincial Government Departments. Assist with planning and implementation of proposed and new initiatives, e.g. modernisation, configuration, patching and upgrade for the enhancement of financial system capabilities (e.g., General Ledger, Reporting and Analytics). Validate that the implemented functionality meets business requirements prior to deployment. Coordinate change and release activities for new system enhancements and support user access (user provisioning, role/profile maintenance and access reviews) in accordance with security and segregation-of-duties requirements. Develop and maintain standard operating procedures, user guides, knowledge articles and support documentation to promote consistent, high-quality service delivery. Evaluate Financial Systems Competencies: Assist in conducting policy research in conjunction with stakeholders, e.g. Office of the Accountant General, CPO and DPSA, etc. Assist in collaborating policy initiatives with other technical experts and evaluate inputs in alignment with system requirements. Log, coordinate and monitor incidents, service requests and problems; support root-cause analysis and implement approved corrective and preventive actions. Provide functional and operational support for transversal financial management systems in accordance with agreed service levels and governance processes. Financial Management Systems Accessibility: Assist in providing percentage availability of the system during peak processing times. Assist in integrating measure to enable system to recover data lost during operations downtimes. Assist in conducting policy research in conjunction with stakeholders, e.g. Office of the Accountant General, CPO and DPSA, etc. Stakeholder Engagement: Assist in developing communication circulars regarding new system functionalities, updates and implications to users. Assist in coordinating Annual User Forums and attend other Stakeholder Forums when necessary. Support business readiness, stakeholder engagement, defect resolution and post-implementation validation. Ensure stakeholder communication, implementation readiness and successful deployment within approved timeframes. Assist in developing intervention strategies and assist users. |
| <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>POST 28/67</u></b>   | : | <b><u>PERFORMANCE AUDITOR REF NO: S091/2026 (X2 POSTS)</u></b><br>Division: Office of The Director-General (ODG)<br>Purpose: To assist with audit of performance information engagements and performance audits by evaluating management measures for resources acquired economically and utilised efficiently and effectively in the execution of prescribed audit processes and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R413 001 per annum, (Excl. benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 coupled with a minimum National Diploma (equivalent to NQF Level 6) or Bachelor's Degree (equivalent to NQF Level 7) in Internal Audit/Accounting. A minimum of 2 years' experience in an Internal Audit environment,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

of which a part of the experience must be in the Performance audit and Performance information field. Experience in performance audit and Performance information audit processes and procedures is required. Sound knowledge of Performance Audit and Performance Information Audit processes, procedures and methodology are required.

#### **DUTIES**

- :
- Audit Planning: Provide inputs to the development of performance audit notification letters. Perform preliminary surveys on planned performance audit and audit of performance information engagements. Gather background information on identified performance audit and audit of performance information. Initiate interview sessions in preparation of performance audit and audit of performance information engagements and analyse disseminated information. Identify symptoms and assist with the development of audit objectives and criteria for engagement. Audit Execution: Assist with the development of an audit program for implementation. Test procedures as per the prescribed performance audit and audit of performance information programme. Determine root causes to address management measures that are lacking or inadequate. Complete work papers and draw conclusions from test results. Audit Reporting: Draft informal audit queries as per the prescribed performance audit methodology. Confirm the findings and the impact of risk ratings of performance audit and audit of performance information findings with clients and draft recommendations on root causes. Assist with compiling draft audit report. Follow up audit of Performance Audits. Follow up on previous performance audit findings. Perform performance audit reviews through tests and observations. Evaluate and capture action plans instituted by management to rectify identified inadequate management measures. Assist with completion of findings register to be reported to Audit Committee.

#### **ENQUIRIES**

- :
- enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## ANNEXURE P

## DEPARTMENT OF WATER AND SANITATION

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | Other related documentation such as copies of qualifications, identity documents, 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 DPSS 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. A pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. |

## OTHER POSTS

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| <b><u>POST 28/68</u></b>                 | : | <b><u>CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 240826/01</u></b><br>Branch: Infrastructure Management: Southern Operations<br>Dir: Operations Southern<br>Sd: Water Resources Infrastructure Operations and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R958 776 per annum, (all-inclusive OSD salary package)<br>Gqeberha/ Port Elizabeth<br>A Bachelor of Technology (BTech) in Civil Engineering as recognised by SAQA. A minimum of six (6) years' post-qualification experience as an Engineering Technologist/Technician. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid Code B unexpired driver's licence (except for persons with disabilities). Demonstrated experience in infrastructure condition assessment, project management, design and analysis of water-related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven practical experience in mentoring graduate interns and facilitating training and development. An understanding of ECSA professional mentorship requirements will be an added advantage. Sound knowledge of contract administration and project management, with proven ability to interpret and review technical drawings and designs. Understanding of public sector |

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|                            |   | procurement processes and financial planning and management principles. Knowledge of applicable legislation, including the National Water Act, Water Services Act, environmental legislation, and the Public Finance Management Act (PFMA). Familiarity with standard forms of contract used in infrastructure projects. Strong communication, conflict management, dispute resolution, and negotiation skills. Proven ability in computer aided design software with special emphasis on ability to work with Autodesk Revit. Problem solving and decision-making skills are essential as well as the ability to work in multi-disciplinary teams. Willingness to work outside normal working hours and to travel extensively throughout the Eastern and Western Cape Provinces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in terms of statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure the quality of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage projects in terms of best practice and policy requirements. Undertake condition assessments of infrastructure and update the relevant databases and produce detailed reports on assessment results. Prioritise infrastructure rehabilitation projects based on condition assessments. Undertake analyses and designs of rehabilitation solutions. Produce the necessary design reports, drawings and specifications. Supervise rehabilitation work on site. Manage, supervise and control technical and related personnel and assets. Research studies on technical engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters. Mentor candidate technicians. Lend support to strategic and business planning, financial management, human resource management and general office management of the section. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. G Daniell Tel No: (041) 508 9706)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/69</u></b>   | : | <b><u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 240826/02</u></b><br>Branch: Infrastructure Management: Northern Operations<br>Dir: Operations Northern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Hartbeespoort Cluster Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A bachelor's degree or relevant qualification at NQF Level 7 in Financial Management. Five (5) years relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on human resource management legislation, policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA), treasury regulations and guidelines. Knowledge of public service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Understanding of departmental policies and procedures, government financial systems, principles and practice of financial accounting. Understanding of framework for managing performance information. Knowledge of business strategy transaction and alignment. Problem solving and analysis. People diversity management. Client orientation and customer focus. Excellent communication skill (both verbal and written). Accountability and ethical conduct.                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Manage the financial revenue, expenditure management, supply chain management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected, expenditure incurred, submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management-Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management-Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting-To provides financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish,                                        |

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|                            |   | implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, serve on transverse task teams as required. Procurement and asset management for the Directorate. Planning and allocate work, Quality control of work delivered by employees. Conduct strategic tariff determination assessments, utilising macroeconomic variables to design sustainable, legally compliant pricing structures for cluster services. Functional technical advice and guidance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr TG Monaisa Tel No: (012) 200 9000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 28/70</u></b>   | : | <b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 240826/03</u></b><br>Branch: Water And Sanitation Services Management: MP<br>Cd: Provincial Operations: Mpumalanga<br>Sd: Infrastructure Development and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R407 337 – R435 066 per annum, (OSD), (Offer will be based on proven years of experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and experience in project management, technical design and analysis. Understanding of research and development. Computer aided engineering applications. Problem solving, decision making, teamwork, creativity, customer focus and responsiveness. Good communication skills (both verbal and written).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Render technical services to the directorate. Assist engineers, technologist and associates in the appraisal of business plans and technical reports. Monitor the implementation of Infrastructure projects such as Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and public service providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures. |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Matiso, Tel No: (013) 759 7330 / Ms FM Mkhwanazi, Tel No: (013) 759 7515 / Ms PC Ngwamba, Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/71</u></b>   | : | <b><u>COMMUNITY DEVELOPMENT OFFICER REF NO: 240826/04</u></b><br>Branch: Water And Sanitation Services Management: EC<br>Cd: Provincial Operations Eastern Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | King Williams Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma in Human Sciences. One (1) to two (2) years' experience in water and sanitation stakeholder management, education and awareness, hygiene, community development and project management. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Knowledge and understanding of basic financial management. The ability and competence to co-ordinate community development structures and ability to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                            |   | manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Problem-solving, facilitation, research and presentation skills. Computer literacy. Good communication skills both (verbal and written).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordination with all relevant role players, stakeholders, internal and external to facilitate collaboration and to establish partnerships to ensure sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Provide institutional support and social facilitation to infrastructure development. Conduct hygiene awareness campaigns to schools and communities. Assist sanitation unit with procurement of promotional materials.                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Mosome Tel No: (043) 604 5569                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/72</u></b>   | : | <b><u>ADMINISTRATION OFFICER REF NO: 240826/05</u></b><br>Branch: Infrastructure Management: Southern Operations<br>Dir: Operations Southern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Gqeberha/Port Elizabeth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma or Degree in Public Management or Administration. One (1) to Three (3) years' experience in administrative matters. The disclosure of a valid unexpired driver's license. Experience in the environmental management sector will be an added advantage. Knowledge of administrative procedures. Basic financial management and knowledge of PFMA. Basic knowledge of the National Water Act, National Environmental Management Act and other environmental legislations and policies. Computer literacy. Client orientation and customer focus. Good communication skills (both verbal and written), report writing, and organisational skills. People and diversity management. Accountability and ethical conduct. Problem solving and analysis.                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Provide administrative support to all personnel in the Integrated Environmental Engineering Component. Assist with administration and coordination of environmental compliance, access and use of government waterworks, related environmental programs and land administration. Maintain records and support information management relating to land rights Administration. Implement and maintain administrative procedures. Administer procurement processes for the component in accordance with departmental and SCM prescripts. Maintain records on goods and services procured for the component. Provide accurate statistics. Maintain a register of the component. Coordinate travel, logistics and administrative support for meetings, site visits and stakeholder engagements. Compile submissions and administrative reports as delegated by the supervisor. |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Mapapu Tel No: (041) 508 9718                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/73</u></b>   | : | <b><u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 240826/06</u></b><br>Branch: Finance Main Account<br>Cd: Supply Chain Management<br>Dir: Asset Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A Senior/Grade 12 certificate. National Diploma (NQF 6), in Accounting/ Financial Management/ Logistics Management/ Supply Chain Management will serve as an added advantage. Current Enrolment in Internship in Finance/Supply Chain Management will serve as an added advantage. Special requirements (Skills needed) Knowledge of the PFMA, Asset Management Framework and Treasury Regulations. Proficiency in Microsoft, Office suits, Excel. Good communication skills both (Verbal and Written). Co-ordination, planning and organisational skills. Flexibility, teamwork and interpersonal relationship skills, Problem solving and maintain discipline.                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Perform quarterly asset count, Conduct Bi –annual physical verification of movable assets. Ensure that all movements of assets are updated. Ensure that                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                  |   | the Asset Register is regularly updated. Update inventory lists. Receiving of new assets and barcoding. Updating of leased assets register. Assist in disposal and losses of assets. Willingness to work cooperatively with others as a team and good communication skills. Perform other activities as required to achieve the goals of Department of Water and Sanitation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>                          | : | Ms A Woko Tel No: (012) 336 8982                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/74</u></b>                         | : | <b><u>FINANCE CLERK PRODUCTION REF NO: 240826/07</u></b><br>Branch: Infrastructure Management: Southern Operations<br>Dir: Operations Southern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R237 453 per annum (Level 05)<br>Port Elizabeth<br>A Senior/ Grade 12 certificate with accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics by use of spreadsheets. Basic knowledge and insight into the Public Service Financial legislation, procedures and treasury regulations (PFMA, DORA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL and SAP. Good communication skills. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>                             | : | Responsible for compiling, checking and capturing payroll allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed pay point certificates to head office. Attend payroll enquiries. Receive vendor invoices and keep accurate register. Liaise with different sections regarding source documents. Compile source documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Perform Creditors Reconciliation. Compile Payables and Accruals reports. Be responsible for Cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance. |
| <b><u>ENQUIRIES<br/>NOTE</u></b>                 | : | Ms. Z Tototo Tel No: (041) 508 9734<br>Preference will be given to candidates from the geographical area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/75</u></b>                         | : | <b><u>MAINTENANCE VEHICLE OPERATOR REF NO: 240826/08 (X3 POSTS)</u></b><br>Branch: Infrastructure Management: Southern Operations<br>Dir: Operations Southern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R201 093 per annum (Level 04)<br>Uitkeer / Somerset East<br>An NQF level 4. The disclosure of a valid Code EC /EC1 (or equivalent) unexpired driver's license with valid PDP. Certified competency /operating certificate or relevant heavy plant/ machinery. At least five (5) years' experience in driving heavy motor vehicles and operating heavy equipment. Traffic and road safety regulations. Mechanical knowledge of heavy vehicles and machinery. Occupational Health Safety (OHS). Basic knowledge of departmental transport policies and procedures. Basic record keeping and reporting procedures. Good Communication skills both (verbal and written). Attention to details and alertness. Problem solving in operational environments. Ability to work under pressure and in adverse weather/site conditions. Integrity and discretion.                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>                             | : | Responsible for conducting quality assurance of driver/operator systems. Operate specialised plant/ equipment. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible for ensuring that vehicles are serviced on time. Analyse logistics operations. Transportation of work teams and materials/ equipment. Collection of goods at suppliers and department stores. Maintenance of registering department and pickups. Function in accordance with applicable legislative requirements. Detect and repair minor mechanical problems on the vehicles/ equipment and take steps to have it repaired. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the                                                                                                                                                                                                                                                                                                                                                                                                                         |

equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept avoiding fire hazards. Adherence to Safety and procedures: ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.

**ENQUIRIES** : SF Cannon Tel No: (042) 243 6100 / (063) 500 6215

**POST 28/76** : **GENERAL WORKER REF NO: 240826/09**  
Branch: Infrastructure Management: Southern Operations  
Dir: Operations Southern

**SALARY** : R144 024 per annum (Level 02)  
**CENTRE** : Mthatha  
**REQUIREMENTS** : ABET qualification. Experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in knowledge supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals.

**DUTIES** : Clean and maintain grounds, canals etc. Assist in repairing tools and structures such as building, fences, canals areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors.

**ENQUIRIES** : Mr. M Boyce, Cell No: (083) 412 1966  
**NOTE** : Preference will be given to candidates from the geographical area

## ANNEXURE Q

**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 submit the applications using this URL <https://recruitment.dwypd.gov.za/>. General enquiries may be brought to the attention of Mr Zuko Bebola Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 28 August 2026 at 16:00
- NOTE** : All fields in the Z83 application form on <https://recruitment.dwypd.gov.za/> 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 the Declaration form for conducting business with the state when shortlisted for 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 Curriculum Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only the shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview, following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. 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 Qualifications 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will be made subject to positive outcomes of personnel suitability checks. 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. 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 and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as 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

# MANAGEMENT ECHELON

**POST 28/77** : **CHIEF DIRECTOR: RESEARCH, AND KNOWLEDGE MANAGEMENT REF NO: DWYPD/010/2026**

**SALARY** : R1 554 696 per annum (Level 14), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's Degree (NQF level 7) qualifications in Social Sciences, Policy, Research, Knowledge Management, Economics, Development Studies, or a related field. A postgraduate degree (NQF 8 and above) in Policy, Research, Knowledge Management, Economics, Development Studies, or a related field shall be an added advantage. Certificate of successful completion of National School of the Government's SMS Pre-Entry programme prior appointment. A minimum of 5 years' experience in research, policy development and analysis or knowledge management experience at a senior management level; Skills: Research and analytical skills, Report writing skills, Communication skills (written and verbal), Computer skills, Programme and Project Management Skills, Strategic Planning, Financial Management, Change Management; knowledge; Research coordination, Policy development, analysis and evidence synthesis, Stakeholder engagement and negotiation, Knowledge management systems. Personal Attributes. Ethical behaviour; honesty 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** : Provide strategic leadership and manage the development and implementation of policy, research and knowledge management strategies, plans and product; Lead the strategic positioning of policy, research and knowledge management in support of the Department's mandate on women, youth and persons with disabilities, Develop and manage the Chief Directorate's strategic and operational plans, annual targets, performance indicators and reporting obligations, Ensure alignment of the Chief Directorate's work with the Constitution, MTDP, NDP, GRPBMEAF, NSP on GBVF, departmental APP and relevant departmental and sector priorities, Provide evidence-informed strategic advice to the Minister, Director-General, Deputy Director-General and departmental governance structures, Ensure that outputs of the Chief Directorate strengthen mainstreaming, institutionalisation and accountability for women, youth and persons with disabilities priorities across government. Lead the development of a research agenda and manage research undertakings on the transformation and rights of women, youth and persons with disabilities; Lead the development and periodic review of a national and departmental research agenda on women, youth and persons with disabilities, manage the design, commissioning, implementation and quality assurance of research studies, evaluations, evidence reviews and analytical reports, ensure that research methodologies are rights-based, ethical, credible, scientifically sound and appropriate for public policy use, promote the use of disaggregated data, including sex, age, disability, geography and other relevant variables where available, manage local, regional and international benchmarking on empowerment, inclusion, equality and transformation. Ensure that research findings are translated into practical recommendations for policy, planning, budgeting, monitoring and evaluation. Lead policy analysis, evidence synthesis and the development of policy knowledge products to support departmental and intergovernmental decision-making; Lead policy analysis on matters affecting women, youth and persons with disabilities, manage the development of policy briefs, discussion documents, analytical notes, status reports, Cabinet inputs, parliamentary inputs and technical advisory products, ensure that departmental policy positions are evidence-based, constitutionally grounded and aligned with applicable national, regional and international obligations, analyse the implications of government policies, plans, budgets and programmes for women, youth and persons with disabilities, provide technical input into policy formulation, policy review, impact assessment and implementation monitoring processes, ensure that evidence from research, monitoring and evaluation is used to inform policy advice and executive decision-making. Manage knowledge management systems, repositories, evidence-use products and dissemination mechanisms; Lead the development

and implementation of a knowledge management strategy for the Department, manage systems for collecting, organising, storing, protecting and disseminating institutional knowledge, research outputs and evidence products., establish and maintain knowledge repositories, databases, dashboards, learning platforms and evidence-use mechanisms, ensure that departmental knowledge products are accessible, credible, current and useful for decision-making, promote a culture of knowledge-sharing, learning and evidence use across the Department and relevant stakeholders, manage the translation of research and policy analysis into user-friendly products such as briefs, summaries, presentations, learning notes and executive reports. Coordinate strategic partnerships with government departments, Chapter 9 institutions, academia, research institutions, civil society and international partners; Build and manage strategic partnerships to strengthen policy, research, evidence generation and knowledge management, coordinate engagements with national departments, provinces, municipalities, public entities, Chapter 9 institutions, academia, research councils, civil society and development partners, represent the Department in technical committees, research forums, policy platforms, intergovernmental structures and knowledge-sharing forums, facilitate collaboration on studies, policy analysis, data sharing, capacity-building and evidence-use initiatives, ensure that partnerships advance the Department's mandate and protect the credibility, independence and integrity of departmental evidence products. Manage stakeholder inputs into research, policy and knowledge products, ensuring that contributions are properly considered and documented. Manage human, financial and other resources in line with the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and departmental delegations, Manage the Chief Directorate's human resources, budget, assets, procurement inputs, operational risks and performance obligations.

**ENQUIRIES**  
**NOTE**

- : Mr Dire Segathle Tel No: (012) 359 0394
- : Preference will be given to women, youth and persons with disabilities from African males, Coloured (female and male)

## ANNEXURE R

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF HEALTH**

APPLICATIONS

:

Applications can be submitted via hand delivery/courier to following addresses:

**Dora Nginza Regional Hospital** - Hand deliver/courier to: Human Resource Office, Room DG71, Admin Building 1st Floor, Dora Nginza Regional Hospital, Spondo Street, Zwide, Gqeberha, 6201. Enquiries: Ms B Bomela Tel No: (041) 406 4421.

**Nelson Mandela Academic Hospital** – Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, 71 Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469.

CLOSING DATE

:

24 August 2026

NOTE

:

Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, and relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 28/78

:

| DEPUTY                          | MANAGER | NURSING | REF | NO: |
|---------------------------------|---------|---------|-----|-----|
| ECHEALTH/DMN/DRH/APL/01/08/2026 |         |         |     |     |

SALARY

:

R1 069 215 - R1 219 323 per annum, (OSD), (an all-inclusive package), basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE

:

Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS

:

Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem-solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. A valid driver's license.

DUTIES

:

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialised unit in line with the strategic plan of the institution and the department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practised in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilisation of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES

:

Ms B Bomela Tel No: (041) 406 4421

**APPLICATIONS** : must be submitted electronically via email to:  
[Busisiwe.Bomela@echealth.gov.za](mailto:Busisiwe.Bomela@echealth.gov.za)

**POST 28/79** : **ASSISTANT MANAGER NURSING SPECIALTY (INTENSIVE CARE UNIT)**  
**REF NO: ECHEALTH/AMN-ICU/NMAH/APL/01/08/2026**

**SALARY** : R785 568 – R884 940 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Intensive Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

**DUTIES** : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of National Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

**ENQUIRIES** : Ms Calaza Tel No: (047) 502 4469  
**APPLICATIONS** : must be submitted electronically via email to:  
[Nozidumo.Calaza@echealth.gov.za](mailto:Nozidumo.Calaza@echealth.gov.za)

**POST 28/80** : **ASSISTANT MANAGER NURSING SPECIALTY (PEADIATRICS) REF NO:**  
**ECHEALTH/AMN-PEADS/ NMAH/ARP/NTSG/01/08/2026**

**SALARY** : R755 355 – R863 667 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Paediatrics Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills.

**DUTIES** : To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.

**ENQUIRIES** : Ms Calaza Tel No: (047) 502 4469  
**APPLICATIONS** : must be submitted electronically via email to:  
Nozidumo.Calaza@echealth.gov.za

## ANNEXURE S

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF ENVIRONMENT**

*Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular designated groups (coloured's, Indians, whites and persons with disability.)*

- APPLICATIONS** : To apply for the below positions, please submit your application online at <http://professionaljobcentre.gpg.gov.za> or send an email @ [GDENVrecruitment@gauteng.gov.za](mailto:GDENVrecruitment@gauteng.gov.za) quoting the relevant reference number applications must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents)
- FOR ATTENTION** : Ms. Iris Thanjekwayo at 072 788 2364– Recruitment
- CLOSING DATE** : 24 August 2026. Applications received after the closing date will not be considered.
- NOTE** : Applications with the Old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/trainingcourse/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric

assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

# **MANAGEMENT ECHELON**

**POST 28/81** : **DEPUTY DIRECTOR GENERAL: ENVIRONMENT REF NO: REFS/050134**  
This is a readvertisement; applicants who applied previously are encouraged to reapply.

**SALARY** : R1 885 710 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Matric plus post graduate qualification (NQF level 8) in Environmental Science/Management/Natural Science/Business Management/Administration recognized by SAQA. 8 years relevant experience at a senior managerial level. Valid driver's licence. Competencies: Knowledge of Departmental policies and procedures and Government priorities. Understanding of government standard administrative procedures, Knowledge and understanding of PFMA, Treasury Regulation, PSA, PSR, Labour relations etc. Reporting procedures, Information system, SA Constitution and Employment Equity Act,1998. Interpreting and Evaluating Information, Organizing/maintaining information, communicating information, Computer Literacy, Listening and negotiation, Tact and diplomacy, Discipline, Financial Management. Attributes: Committed, Initiative, Objective, Logical, Proactive and resourceful, Flexible/change orientated, Credible, Loyal and friendly, open-minded, Responsible and accountable. Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and conflict management, People Orientated, Verbal and written communication.

**DUTIES** : Manage the rendering of reactive compliance and enforcement services. Manage compliance monitoring and enforcement services. Manage and administer the provision of compliance, monitoring and enforcement regarding national environmental management biodiversity act. Manage the implementation of environmental impact mitigation to promote sustainable development and a safe healthy environment. Manage the promotion of sustainable development of quality of life by promoting acceptable ambient air quality and manage hazardous substances and other related anthropogenic activities. Manage the implementation of waste management strategies and waste information systems, issue waste authorizations, support local government to render appropriate waste management. services and promote waste minimization in Gauteng. Render administrative support to environmental management services. Empower communities to manage natural resources through job creation, skills development and awareness opportunities. Ensure and manage the integration of environmental policy, planning and coordination services. Promote the conservation and sustainable utilization of the province's biological diversity to the benefit and upliftment of the quality of life. Manage and provide biodiversity scientific services. Render administrative support to biodiversity management services. Oversee and ensure discipline. Assess the performance of management. Consolidate and manage of budget for executive support directorate. Authorise, control and monitor the budget and expenditure.

**ENQUIRIES** : Ms. Iris Thanjekwayo at 072 788 2364

**POST 28/82** : **CHIEF FINANCIAL OFFICER: FINANCE REF NO: REFS/050139**  
This is a readvertisement; applicants who applied previously are encouraged to reapply

**SALARY** : R1 554 696 per annum, (all-inclusive salary package which can be structured according to the individual's needs)

**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management. A minimum of five (5) years relevant experience at a senior managerial level. CA qualification will be an added advantage. A valid driver's licence. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Ensure effective compilation of accurate financial statements. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Ensure that internal procedures and control measures are in place. Compile and accurate departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Provide value adding report to management and external stakeholders timeously. Monitor the operation of accounting systems, controls and procedures to ensure the integrity of financial information and administration. Monitor the provision of financial reporting processes and provide recommendations and advice to address significant variances. Ensure proper financial reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations, DORA etc. Provide and oversee the overall management and monitoring regarding supply chain compliance. Manage the provisioning of asset management services. Manage the provisioning of logistical and transport services. Manage and facilitate the demand, acquisition and contract management. Manage and conduct compliance Audit. Coordinate and facilitate forensic investigation. Facilitate the conducting of performance Audits. Provide support service to the internal Audit committee. Follow up on the Audits queries. Research and keep abreast of breast practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with the Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the chief directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the chief directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the chief directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Iris Thanjekwayo at 072 788 2364                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/83</u></b>   | : | <b><u>CHIEF DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: REFS/050140</u></b><br>This is a readvertisement; applicants who applied previously are encouraged to reapply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R1 554 696 per annum, (all-inclusive salary package which can be structured according to the individual's needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus an undergraduate qualification in Law, Environmental Law, Natural Science or relevant qualification (NQF level 7) within the related field as recognized by SAQA. A minimum of five (5) years relevant experience at a senior managerial level within compliance and monitoring sector. Experience in the field of Environment. Valid driver's licence. Competencies: Knowledge of Environmental Management, Environment, Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Proven Leadership and Management, Coordination skills, Organisational and planning, Relationship Management, Stakeholder engagement, 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, Innovative and proactive. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>DUTIES</u></b>              | : | Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Chief Directorate. Oversee the management and provision of reactive compliance and enforcement services. Oversee the provision of compliance monitoring and enforcement services. Manage and administer the provision of compliance, monitoring and enforcement with regard to national environmental management biodiversity act. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including waste and pollution, air quality and biodiversity management Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations. Oversee resources (Human, Financial, Equipment/Assets)                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Iris Thanjekwayo at 072 788 2364                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 28/84</u></b>          | : | <b><u>CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES RREFS/050135</u></b><br>This is a readvertisement; applicants who applied previously are encouraged to reapply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>              | : | R1 554 696. per annum, (all-inclusive salary package which can be structured according to the individual's needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | : | Matric plus an undergraduate qualification (NQF level 7) in Public Management / Administration / Human Resource Management / Industrial Psychology or relevant qualification as recognized by SAQA. A minimum of five (5) years relevant experience at a senior managerial level in corporate services environment. Valid driver's license. Competencies: Knowledge of Departmental policies and procedures and Government priorities, Knowledge and understanding of PFMA, Treasury Regulation, PSA, PSR, Labour relations etc. Reporting procedures, Information system, SA Constitution and Employment Equity Act,1998. Interpreting and Evaluating Information, Organizing/maintaining information, communicating information, Computer Literacy, Listening and negotiation, Tact and diplomacy, Discipline, Financial Management. Attributes: Committed, Initiative, Objective, Logical, Proactive and resourceful, Flexible/change orientated, Credible, Loyal and friendly, open-minded, Responsible and accountable. Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and conflict management, People Orientated, Verbal and written communication. |
| <b><u>DUTIES</u></b>              | : | Oversee the provision of legal services in the Department. Manage and oversee the provision of information communication and technology. Manage and monitor the provision of security and facilities services. Ensure the provision of effective and efficient communication services, marketing, stakeholder relations and event management services. Provide strategic direction and oversee the management of human resource management and human resource development. Manage the resources of the Chief Directorate (Human, Financial, Equipment/Assets).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Iris Thanjekwayo at 072 788 2364                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 28/85</u></b>          | : | <b><u>DIRECTOR: RISK ANTI-CORRUPTION &amp; INTEGRITY MANAGEMENT REF NO: REFS/050136</u></b><br>This is a readvertisement; applicants who applied previously are encouraged to reapply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | R1 317 384 per annum, (all-inclusive salary package which can be structured according to the individual's needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | : | Matric plus an undergraduate qualification (NQF level 7) in Risk Management or related field as recognised by SAQA. A minimum of 5 years relevant experience at middle or senior management level in Risk management environments. a valid driver's licence. Competencies: Leadership, Management, Planning, Organizing, People management, Service Delivery, Communication, Decision Making, Problem solving, Report writing, Teamwork, Risk management, Customer management, Innovation/continuous improvement, Analytical, Negotiations, Computer literacy, Project management, Flexible. Knowledge of Departmental policies and procedures,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Government Priorities, Risk management policies and frameworks, Reporting procedures, Information system, SA Constitution, Employment Equity Act, 1998. Ability to Interpret & Evaluate Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline, Financial Management. Business acumen, Team Leader, Strategist, Flexible/Change oriented, Problem-solving ability, Responsive, Interpersonal relations, Customer focus, Loyal and friendly, Open-minded, Responsible and accountable.

**DUTIES** : Manage the provision of enterprise risk management services. Conduct strategic risk assessment. Conduct operational risk assessment. Develop and review the risk management strategy. Coordinate monthly progress reporting against the risk register. Develop and monitor the organisational risk management plan. Ensure training of risk officials and risk committee members. Prepare monthly and quarterly reports for risk management committee. Develop and review organisational risk management policy. Manage the implementation, development and monitoring of business continuity plans. Establish BCP governance structures. Develop policies and standards related to disaster recovery. Ensure that business continuity plans are in place. Ensure alignment with regulatory requirements. Promote the implementation of code of conduct and ensure ethical environment. Develop, implement and maintain policies, procedures and systems. Identify risk and threats related to ethical environment. Conduct ethics and integrity awareness for the department. Promote financial disclosure system. Develop and maintain internal anti-corruption systems. Investigate all allegations of fraud and corruption received from internal and external persons. Conduct research on latest fraud and corruption legislation and develop educational programmes. Develop and implement fraud prevention and anti-corruption strategies. Conduct fraud risk assessment. Develop and monitor the fraud prevention plan. Provide strategic direction for the directorate. Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. Develop and coordinate a service delivery improvement plan. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate. Enhance and maintain employee motivation.

**ENQUIRIES** : Ms. Iris Thanjekwayo at 072 788 2364

**POST 28/86** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/050137**  
This is a readvertisement; applicants who applied previously are encouraged to reapply

**SALARY** : R1 317 384 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

**CENTRE** : Johannesburg (Head Office)

**REQUIREMENTS** : Matric plus undergraduate (NQF Level 7) in ICT / Information Communication Technology / Computer Science / or a relevant ICT-related field as recognised by SAQA. A minimum of 5 years relevant experience at middle or senior management level in ICT management environment. Valid driver's license. Competencies: Knowledge, understanding and implementation of the Department of Public Services (DPSA) State Information Technology Agency (SITA) Act, Information Technology Governance Framework, Internal and External Audits, ICT Risk Management, ICT strategy development, Operational plans Implementation and general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Managerial Competencies: Visionary leadership, change management, planning and organising, financial management, people management and development, project management, service delivery innovation. Generic Competencies: Business acumen, customer management, results/quality management, analytical thinking, decision making, innovation and creativity.

Technical Competencies: Knowledge of System Development Life Cycle, ICT security management, project management, risk management, database design and administration (SQL, MySQL), data center operations, software development tools, networking principles, IT governance frameworks (COBIT, ITIL, ISO), business analysis, disaster recovery, data analytics and integration solutions. Skills: ICT Regulations and standards (COBIT, ITIL, ISO etc. Business Analysis, Innovative development technologies, DBMS technologies, Project management skills, Information and data Security. Risk assessment and mitigation, Disaster recovery technologies.

**DUTIES**

: Manage the provision of infrastructure and operational support services. Manage the provision of desktop support services to the Department. Manage the provision of support and maintenance of the servers. Manage the provision of support and maintenance of all the networks. Manage the provision of support and coordination of departmental telecommunication services (telephony, video conferencing etc.). Manage innovative business solutions, development and implementation. Manage the automation and digitization of information and business processes. Manage ICT projects. Manage the provision of reliable, secured, quality information and data analytics through integration of business solutions. Develop and ensure implementation, maintenance, training and provide support business applications. Manage and implement ICT governance and policy frameworks. Provide ICT service management and manage ICT projects. Develop and ensure implementation of ICT policy and ICT security. Develop and facilitate the implementation of IT policies. Ensure ICT continuity and ICT change management. Manage acquisition and management of ICT solutions (Software, Hardware and Goods & Services). Manage ICT service desk 4. Provide strategic direction for the Directorate. Research and keep abreast of the best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. Develop and coordinate a service delivery improvement plan. Manage resources (Human, Financial, Assets). Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditure. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/ assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

**ENQUIRIES**

: Ms. Iris Thanjekwayo at 072 788 2364

**POST 28/87**

: **DIRECTOR: COMMUNICATIONS REF NO: REFS/050138**  
This is a readvertisement; applicants who applied previously are encouraged to reapply

**SALARY**

: R1 317 384 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

**CENTRE  
REQUIREMENTS**

: Johannesburg (Head Office)  
: Matric plus undergraduate qualification (NQF level 7) in Communications/ Public Relations/ Media Liaison/Journalism as recognized by SAQA. A minimum of five (5) years' relevant experience in middle or senior management level in communications environment. Valid driver's license. Competencies: Knowledge of GPG policies and procedures, Relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts, Management information, Project management methodologies, Policy development and change management. Knowledge and understanding of Financial Management, Project Management. Planning and Organising, Proactive and resourceful. Attributes: Innovative, Team player and flexible, Client Orientated, Quality orientated, cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.

**DUTIES**

: Manage development, implementation and execution of the department's integrated communications strategy, encompassing internal and external communication, media and social media engagement, stakeholder relations, events, and digital platforms, including the department's internet and intranet. Manage inter-departmental and inter-governmental platforms to ensure aligned, coherent and impactful communication. Manage the department's media liaison function and broader media ecosystem. Lead content strategy,

creation and editorial oversight across all communication platforms. Manage the development and implementation of stakeholder engagement strategies, policies and procedures and overseeing the planning and delivery of departmental campaigns, events, exhibitions and activations. Manage the department's editorial, publications and content programmes, including the coordination and production of statutory and corporate publications. Manage media liaison and monitoring services. Oversee content distribution across traditional, digital and social media platforms, as well as governance. Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Manage resources (Human/ Finance/Equipment/ Assets).

**ENQUIRIES**

:

Ms. Iris Thanjekwayo at 072 788 2364

## PROVINCIAL ADMINISTRATION: KWAZULU-NATAL

## DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

*The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments.*

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address: [kznjobs@kznedtea.gov.za](mailto:kznjobs@kznedtea.gov.za). Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa.
- CLOSING DATE** : 28 August 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : To applicants: All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. " please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the z83 and cv directly to the relevant department, or submitting a hardcopy application as directed. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment.

Selection panels shall score both technical exercises as an additional criterion in the interview process. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

#### OTHER POST

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 28/88</u></b>   | : | <b><u>DEPUTY DIRECTOR: BLACK INDUSTRIALIST PROGRAMME REF NO: DD- BIP 01/JULY 2026 (X2 POSTS)</u></b><br>Business Unit: Black Industrialist Programme<br>This post is being re-advertised. candidates who previously applied may re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R932 292 - R1 098 195 per annum (Level 11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office: Pietermaritzburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's Degree / Three-year National Diploma in Business Management / Business Administration/ Economics / Production / Operations Management at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in Enterprise Development in the manufacturing space or Industrial Development project. A valid driver's License. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Manufacturing value chains, New Regulatory Frameworks for the Public Service, National Industrial Policy Framework, National Development Plan, Integrated Action Plan, Economic Development Plans, Provincial Growth & Development Strategy, National R&D and Innovation Strategy, Industrial Policy Action Plan, National & Provincial Economic Transformation Policies and Strategies as well as Black Industrial Policy and Enterprise Development and Interpreting and Analysing Economic Information. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project management, Business profiling, Report writing and Presentation skills, Budgeting and financial management, Stakeholder management, Analytical and Innovative thinking, problem solving, mentorship and people management as well as Computer Literacy. Attributes such as Competence, Vision, Integrity, Transparency, Respect, Honesty & trustworthy, Team-player, as well as Commitment. |
| <b><u>DUTIES</u></b>       | : | Facilitate the implementation of the KZN Black Industrial Framework; facilitate the KZN Black Industrialist stakeholder partnerships; Facilitate market and financial access for KZN Black Industrialists; Develop and implement policies, strategies, frameworks, and plans relevant to the Black Industrialist Programme; Manage the human and financial resources of the Sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Mthembu Tel No: (033) 264 2789                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | NB: all the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male, and People with Disabilities who meet the requirements are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## DEPARTMENT OF HEALTH

## OTHER POSTS

POST 28/89REGISTRAR: MEDICAL (VARIOUS)SALARY

: R1 041 402 per annum, (This is an all-inclusive flexible remuneration package that may be structured according to specific rules). Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN) – Medical:  
 Anaesthesiology And Critical Care Ref No: Reg 02/2027  
 Cardiothoracic Surgery Ref No: Reg 03/2027  
 Emergency Medicine Ref No: Reg 04/2027  
 Family Medicine Ref No: Reg 05/2027  
 Forensic Medicine Ref No: Reg 06/2027  
 General Surgery Ref No: Reg 07/2027  
 Internal Medicine Ref No: Reg 08/2027  
 Neurosurgery Ref No: Reg 09/2027  
 Nuclear Medicine Ref No: Reg 10/2027  
 Obstetrics & Gynaecology Ref No: Reg 11/2027  
 Orthopaedic Surgery Ref No: Reg 12/2027  
 Paediatric Surgery Ref No: Reg 13/2027  
 Paediatrics & Child Health Ref No: Reg 14/2027  
 Plastic Surgery Ref No: Reg 15/2027  
 Psychiatry Ref No: Reg 16/2027  
 Urology Ref No: Reg 17/2027

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent (MEDICAL). Registration certificate for Independent Practice with the Health Professions Council of South Africa as a Medical Practitioner; Current Annual Practicing Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer as at closing date of this advert; Valid driver's license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline): **Anesthesiology and Critical Care:** Minimum 12 months full-time experience in Anesthesia post-Community Service and DA (SA) (or equivalent) and FCA Part 1 examination (or equivalent). **Cardiothoracic Surgery:** FCS Intermediates and Minimum 12 months experience in General Surgery post community service. **Emergency Medicine:** Minimum 6 Months full-time (recent experience in the Discipline and Primary Exams in Emergency Medicine (FCEM Part 1). **Family Medicine:** Minimum 6 Months full-time experience in Family Medicine and a Diploma in a relevant discipline. **Forensic Medicine:** Two weeks of prior experience observing and performing Medicolegal Postmortem examinations at Forensic Pathology Services in South Africa. **General Surgery:** 12 months' experience in the Discipline (incl. Emergency Department or other surgical disciplines i.e. ENT, Urology, Orthopedics) and FCS(SA) Primary exam and ATLS. **Internal Medicine:** Minimum 12 months of experience in Internal Medicine and FCP Part I and Diploma in Internal Medicine qualification. **Neurosurgery:** Minimum 6 months' experience in Discipline and Primary exams. **Nuclear Medicine:** Minimum 6 weeks experience in Nuclear Medicine at a recognized training institution. **Obstetrics & Gynecology:** Minimum 12 months' experience in the Discipline at a Regional Hospital or at a hospital with a busy maternity unit (at least 300 deliveries per month) and FCOG Part I. **Orthopaedic Surgery:** Minimum of 36 months of uninterrupted recent service in the discipline of Orthopaedics (Neither community service nor ICU/Trauma rotations included) under supervision by a consultant (regional/tertiary) and FCS(SA) Primary and FC Orth (SA) intermediates and ATLS course done. **Paediatric Surgery:** FCS (SA) primary exams and FCS (SA) Intermediate exams and Minimum of 12 months experience in General Surgical discipline, with rotation in Paediatric surgery or evidence of Paediatric surgical experience. **Paediatrics & Child Health:** Minimum 6 months experience in the Discipline in a Regional hospital and FC Paeds Part I or Diploma in Child Health. **Plastic Surgery:** FCS(SA) intermediate exam and 6months of experience in the discipline, Plastic and Reconstructive Surgery. **Psychiatry:** Minimum 6 Months experience in Discipline and Either FC Psych I or Diploma in Mental Health (or equivalent). **Urology:** 6 Months' experience in the discipline of Urology and FCS Part 1 examination (or equivalent) and ATLS Course completed. Basic knowledge of

Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

**DUTIES**

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc; management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor, Personal development to the level of independent specialist practice in the chosen field.

**ENQUIRIES**

: Mrs R Erasmus Tel No: (033) 395 2472 /2742 /2669 3347  
 Anaesthesiology And Critical Care: Prof D. Gopalan Tel No: (031) 260-4472  
 Cardiothoracic Surgery: Dr. N. Ndibi Tel No: (031) 240-2114  
 Emergency Medicine: Dr Garach Tel No: (031) 206-4531  
 Family Medicine: Prof B Gaede Tel No: (031) 260-4484  
 Forensic Medicine: Prof Mfolozi Tel No: (031) 260 2580  
 General Surgery: Prof B Phakathi Tel No: (031) 260 4064  
 Internal Medicine: Prof N. Magula Tel No: (031) 260-4242  
 Neurosurgery: Dr. B. Enicker Tel No: (031) 240-1134  
 Nuclear Medicine: Prof M Vorster Tel No: (031) 260-4301  
 Obstetrics & Gynaecology: Prof M. Sebitloane Tel No: (031) 260-4390  
 Orthopaedic Surgery: Dr PG Mthethwa Tel No: (031) 260-4297  
 Paediatric Surgery: Dr M Sheik-Gafoor Tel No: (031) 260-4151  
 Paediatrics & Child Health: Dr L Mubaiwa Tel No: (031) 260-4348  
 Plastic Surgery: Prof M Daya Tel No: (031) 260-2134  
 Psychiatry: Prof B. Chiliza Tel No: (031) 260-4321  
 Urology: Dr C Zietsman Tel No: (031) 260 4292

**APPLICATIONS**

: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower or online through the e-Recruitment system at [www.kznhealth.gov.za/kznjobs](http://www.kznhealth.gov.za/kznjobs)

**FOR ATTENTION  
NOTE**

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2472/2742/ 2669/ 3347  
 : Applicants are discouraged from sending applications through registered mail/postal service as the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted through the online platforms must include copies of all documents listed above. Originally certified copies of qualifications and other relevant documents will be requested from shortlisted candidates which must be submitted on the day of the interview. Medical Registrars - Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training and service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Please note that due to financial constraints, no S&T will be considered for the attendance of interviews, nor will resettlement allowance be considered for relocation purposes. The following documents must be submitted: Applicants must ensure that they fully complete the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and the

information template which is provided to ensure the fair consideration of suitably qualified applicants and which is obtainable from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Incomplete or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of the Z83. Applications submitted through online platforms must include copies of the documents listed above. Copies of Qualifications, Registration Certificates and drivers license must not be submitted when applying for employment. Only shortlisted candidates will be requested to submit certified copies on or before the day of the interview. Copies of certified copies will not be accepted, and submission of such documents will render the applicant being disqualified. The post reference number must be indicated in the column provided on the form Z.83. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply for the post/s. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned. Please note that due to large number of applications received, applications will not be acknowledged. Applicants are respectfully informed that, if you have not been contacted within 3 months after closing date, please accept that your application was unsuccessful. Failure to comply with the above instructions shall result in the applicant being disqualified. Department reserves the right not to fill these post (s).

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| <b><u>CLOSING DATE</u></b>        | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/90</u></b>          | : | <b><u>PHARMACIST GRADE 1, 2&amp;3 REF NO: NMH/PHRM/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>              | : | <p><b>Grade 1:</b> R882 816 – R936 987 per annum, Plus Rural Allowance appropriate qualification and registration with Pharmacist.</p> <p><b>Grade 2:</b> R954 339 – R1 011 516 per annum, Plus Rural Allowance = 12% Appropriate qualification and registration with SAPC as Pharmacist plus 5 years' experience as a pharmacist</p> <p><b>Grade 3:</b> R1 041 402 - R1 104 669 per annum, Plus Rural Allowance Appropriate qualification and registration with SAPC as Pharmacist plus 13 years' experience as a pharmacist All-inclusive salary package: 70% and 30% flexible portion can be restructure</p>                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | <p>Niemeyer Memorial Hospital</p> <p>STD 10 or grade12 Certificate Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). Current registration as a Pharmacist with the SAPC. Knowledge, Skills, Training and Competencies Require: Knowledge of pharmacy information, relevant Government legislative and Department of Health Policies and procedures. Computer literate, management skills. Sound knowledge of District health system. Leadership skills. Interpersonal skills.</p>                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>              | : | Manage and control distribution of medicine for inpatients, outpatients and clinics. Monitor and evaluate the provision of quality pharmaceutical services including CCMDD. Manage financial resources by maintaining accurate and appropriate records, statistics and information as required by management complying with applicable legislation and regulatory policies. Manage human resource through supervision and support of staff by delegating, empowering, planning and execution. Provide appropriate and adequate counselling to patients ensuring optimal pharmaco-therapeutic outcomes. Have a sound control of stock management with high accuracy/ responsibility and accountability to PFMA and the allocated budget. Have a sound knowledge of the six domains; public health, safe and rational use of medicines and devices and their supply, organisation and management skills, professional and personal practice, critical analysis and research. |
| <b><u>ENQUIRIES</u></b>           | : | Mr. VB Dlamini Tel No: (034) 331 3011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b>        | : | Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: <a href="mailto:Niemeyer.Intern@kznhealth.gov.za">Niemeyer.Intern@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>                | : | Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male. |
| <b><u>CLOSING DATE</u></b>        | : | 26 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/91</u></b>          | : | <b><u>ASSISTANT MANAGER NURSING (PHC) REF NO: DANCHC 01/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : | R785 568 – R898 215 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), 8% Rural Allowance and Housing allowance: Prescribed requirements to be met.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Dannhauser CHC<br>Grade 1 Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1-year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/ recognizable experience at managerial level under PHC. Grade 12 (Senior Certificate). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse. PHC Certificate endorsed by SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1-year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/ recognizable experience at managerial level under PHC. Driver's license. Diploma in Nursing Administration. ICRM programme will be added as an advantage. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management and decision-making skills. Writing reports and time management, leadership and supervisory skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>              | : | Manage minor and acute, casualty, HAST, Mother and Child, Mobile services and satellite clinics. Delegate, supervise and coordinate the provisioning of effective and efficient patient care through adequate nursing care. Participate in the implementation of the nursing plan, clinical audits, QIP's and its                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

implementation for quality care. Participate in the formulation of nursing standards, protocols, sops, policies and ensure implementation through monitoring and evaluation. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care. Manage and monitor HR and Finance in all relevant clinical areas. Facilitate implementation of ICRM and OHSC monitor process and maintain status and compliance. Facilitate and oversee the development of Nursing Operational plan in the relevant clinical areas and satellite clinics. Monitor and ensure data collection and adherence to Data Management Principles. Coordinate and engage Sukuma Sakhe promoting activities/ events within the community. Facilitate and monitor implementation of PHC re-engineering. Monitor implementation of clinical governance in the units and satellite clinics. Provide guidance and leadership towards the realization of strategic goals and objectives. Delegate, supervise and coordinate the provision of effective, efficient quality of care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes Health Care. Provide strategic leadership in delivery of integration DHS based on relevant policy imperatives. Reduce burden of diseases by implementing the integrated multi stakeholder HEALTH promotion well-being strategy (IMHPWS) fully in your subdistrict and implementation of health program and service package within the subdistrict. Ensure effective, efficient and economical management of allocated resources- HRM, HRD, Budget, Transport, Equipment etc. within the subdistrict. Monitor and evaluate the PHC activities. Management of Records, Data performance information within the subdistrict.

**ENQUIRIES  
APPLICATIONS**

: Dr FP Mtshali Tel No: (034) 621 6100  
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080 Email Address: [DannhauserCHC.HRJobApplication@kznhealth.gov.za](mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za) or [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION  
NOTE**

: Mrs DBP Buthelezi  
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE**

: 24 August 2026

**POST 28/92**

: **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-MOBILE 01/2026 (X1 POST)**

**SALARY**

: R720 819 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE  
REQUIREMENTS**

: Murchison Hospital- Thembalesizwe Clinic  
: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of

which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR Preference will be given to candidates who possess a valid Code 08 Drivers license and have proof of Computer Literacy Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

#### **DUTIES**

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to developing customised implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify "transversal" "primary" health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritising of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilisation of allocated resources, including the development of staff budgetary, procurement planning inputs and maintenance of prescribed information management systems.

#### **ENQUIRIES APPLICATIONS**

: Mr LG Nyawo Tel No: (039) 687 7315, ext. 130  
All Applications should be forwarded to: Chief Executive Officer Murchison District Hospital P/Bag X701, Port Shepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital. (Applications can also be e-mailed to: [MurchisonHospital.Recruitment@kznhealth.gov.za](mailto:MurchisonHospital.Recruitment@kznhealth.gov.za))

#### **NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 29/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications anticipated, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the

Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

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| <b><u>CLOSING DATE</u></b>        | : | 28 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/93</u></b>          | : | <b><u>OPERATIONAL MANAGER NURSING (NAASFARM CLINIC) REF NO: DANHC 02/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>              | : | R720 819 – R821 454 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met. Basic qualification in Primary Health Care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Naasfarm Clinic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   | : | Grade 1: Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognisable experience after obtaining the one-year post Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC (2026) as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross-cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes. |
| <b><u>DUTIES</u></b>              | : | Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. workbook, handover and rounds. Ensure effective utilisation of human resources, material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports. Provide strategic leadership in delivery of integration DHS based on relevant policy imperatives. Reduce burden of diseases by implementing the integrated multi stakeholder Health promotion well-being strategy (IMHPWS) fully in your subdistrict and implementation of health programmes and service package within the subdistrict. Ensure effective, efficient and economical management of allocated resources- HRM, HRD, Budget, Transport, Equipment etc. within the subdistrict. Monitor and evaluate the PHC activities. Management of Records, Data performance information within the subdistrict.

**ENQUIRIES  
APPLICATIONS**

: Mrs BA Mbatha Tel No: (034) 621 6100  
:  
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: [DannhauserCHC.HRJobApplication@kznhealth.gov.za](mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za) or [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION  
NOTE**

: Mrs DBP Buthelezi  
:  
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE**

: 24 August 2026

**POST 28/94**

: **OPERATIONAL MANAGER NURSING (VIEDRIET CLINIC) REF NO: DANCHC 03/2026 (X1 POST)**

**SALARY**

: R720 819 – R821 454 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.

**CENTRE  
REQUIREMENTS**

: Viedriet Clinic  
:  
: Grade 1: Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification in Primary Health Care. Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC (2026) as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision-making and problem-solving abilities

within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross-cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.

**DUTIES**

: Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. workbook, handover and rounds. Ensure effective utilisation of human resources, material and physical resources efficiently and effectively. Render health services in the community by implementing Community-Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports. Provide strategic leadership in delivery of integration DHS based on relevant policy imperatives. Reduce burden of diseases by implementing the integrated multi stakeholder health promotion wellbeing strategy (IMHPWS) fully in your subdistrict and implementation of health programmes and service package within the subdistrict. Ensure effective, efficient and economical management of allocated resources- HRM, HRD, Budget, Transport, Equipment etc. within the subdistrict. Monitor and evaluate the PHC activities. Management of Records, Data performance information within the subdistrict.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs BA Mbatha Tel No: (034) 621 6100  
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: [DannhauserCHC.HRJobApplication@kznhealth.gov.za](mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za) or [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION**  
**NOTE**

: Mrs DBP Buthelezi  
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE**

: 24 August 2026

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b><u>POST 28/95</u></b>    | : | <b><u>OPERATIONAL MANAGER (MAMBEDWINI CLINIC) REF NO: MA01/2026 (X1 POST)</u></b><br>Component: Nursing-PHC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>        | : | Grade 1: R720 821 – R821 554 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>        | : | Appelsbosch Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit proof of current registration with SANC (2026) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate /recognisable after obtaining the 1 year post basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted). Additional information Diploma in Nursing Management, Computer literacy. Valid Driver's license Code B (08) will serve as a recommendation. Knowledge, Skills, Training, And Competencies Required: Knowledge of SANC Rules and Regulations, Knowledge of Legislative Framework and Departmental prescripts. Leadership, organisational, Decision making, problem solving and interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management. Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>        | : | Assist in planning, organising and monitoring of objectives of the specialised unit/department. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor Provision of quality comprehensive service delivery at PHC clinic. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of Norms and Standards (OHSC). Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise PHC emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the Clinic Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. M Zele: Assistant Manager Nursing-PHC Tel No: (032) 294 8000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b>  | : | should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242. email: <a href="mailto:Zakhele.nxumalo@kznhealth.gov.za">Zakhele.nxumalo@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>          | : | NB: Applicants are encouraging to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number MA01/2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: African Male.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/96</u></b>   | : | <b><u>CLINICAL PROGRAMME COORDINATOR (TRAINING AND DEVELOPMENT) REF NO: UTHUK 06/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R571 161 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Uthukela District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing, PLUS. Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC. Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) and post graduate qualification in Nursing Education will be an added advantage. Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organisational, decision making and problem-solving abilities within the DHS framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Ensure alignment of all training plans to the National Development Plan. Coordinate the District training plan compilation. Prioritize training for priority programs. Work closely with other program managers to coordinate trainings. Coordinate, facilitate and attend training. Monitor the training health budget and ensure timeous procurement of all required resources. Procure all approved items in line with the business plan. Ensure that all funded RTC training is conducted and attendees contribute to improving health outcomes. Coordinate candidates to attend RTC Funded Provincial and District trainings. Monitor utilization of allocated resources. Monitor that all facilities are well covered in terms of training for comprehensive and quality service delivery. Facilitate execution of skills audit in all facilities. Develop a training plan target all facilities across the district to improve coverage of training items. Map all facilities not covered after every training. Develop catch-up plans for all facilities not covered. Participate in quality improvement programs and clinical audits. Conduct facility support visit using appropriate tools for relevant programs. Facilitate the signing of mentorship agreements for priority training and the linkage of training attendees to mentors. Conduct mentorship after all priority trainings. Attend performance review meetings quietly. Compile and manage data health care training providers, which can assist in extending the health care training function, including post training quality assessments. Facilitate the compilation of standardised attendance registers in all trainings. Coordinate reporting of all trainings to RTC and HRD through forwarding standardised completed attendance registers. Coordinate the district database |

**ENQUIRIES  
APPLICATIONS**

for all trainings conducted and attended. Share attendance registers with relevant program managers and Sub-District after each training.

: Ms T.J. Mpembe Tel No: (036) 631 2202, Ext. 102  
 : All Applications Should Be Forwarded To: The Human Resource Manager:  
 UThukela Health District Office, Private Bag X9958, Ladysmith 3370 OR Hand  
 Deliver to: 32 Lyell Street, Ladysmith 3370 or email your application:  
[UthukelaDistrict.HRJobapplication@kznhealth.gov.za](mailto:UthukelaDistrict.HRJobapplication@kznhealth.gov.za) and apply on  
 Siyathesha waya waya Eservices

**FOR ATTENTION  
NOTE**

: Deputy Director: HRM  
 : This Department is an equal opportunity, affirmative action employer, whose  
 aim is to promote representivity in all levels of all occupational categories in the  
 Department. Note: The contents of this Circular Minute must be brought to the  
 notice of all eligible officers and employees on your establishment of all  
 Institutions. Institutions must notify all candidates who qualify for post in this  
 circular minute even if they are absent from their normal places of work to  
 apply. Directions to Candidates: The following documents must be submitted:  
 Application for Employment form (Z83), which is obtainable from any  
 Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The  
 application form (Z83) must be completed in full and accompanied by a detailed  
 Curriculum Vitae only. 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. The  
 reference number must be indicated in the column provided on the form Z83  
 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with  
 the above instructions will be disqualify applicants. Person with disabilities  
 should feel free to apply for these posts. The appointment is subject to positive  
 outcome obtained from the NIA the following checks (security clearance, credit  
 records, qualification, citizenship and previous experience employment  
 verification). Failure to comply will result in the application not being  
 considered". Due to the large number of applications, receipt of applications  
 will not be acknowledged. However, correspondence will be limited to  
 shortlisted candidates only. Please note that due to financial constraint no S&T  
 claims will be considered for payment to the candidates that are invited for an  
 interview. African Males are encouraged to apply due to employment equity  
 target. Please note that due to financial constraint no resettlement fees will be  
 considered for payment to the candidates who are offered the positions. All  
 shortlisted candidates, including the SMS, shall undertake two pre-entry  
 assessments. One will be a practical exercise to determine a candidate's  
 suitability based on the post's technical and generic requirements and the other  
 must be an integrity (ethical conduct) assessment.

**CLOSING DATE**

: 24 August 2026

**POST 28/97**

: **ULTRA-SONOGRAPHER REF NO: DANCHC 06/2026 (X1 POST)**

**SALARY**

: Grade 1: R510 906 – R581 892 per annum  
 Grade 2: R598 260 – R683 808 per annum  
 Grade 3: R703 785 – R756 444 per annum  
 Other Benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and  
 Housing allowance: Prescribed requirements to be met.

**CENTRE  
REQUIREMENTS**

: Dannhauser CHC  
 : **Grade 1:** Experience: No experience after registration with the Health  
 Profession Council of South Africa (HPCSA) as an ultra-sonographer in respect  
 of RSA qualified employee who performed Community Service as required in  
 South Africa. 1-year relevant experience after registration with HPCSA in  
 respect of foreign qualified employees. **Grade 2:** Experience: A minimum of 10  
 years appropriate /recognisable experience after registration with HPCSA as  
 an ultra-sonographer in respect of RSA qualified employees who performed  
 community Service. 11 years' experience after registration with HPCSA in  
 respect of foreign qualified employees. **Grade 3:** Experience: A minimum of 20  
 years appropriate /recognisable experience after registration with HPCSA as  
 an ultra-sonographer in respect of RSA qualified employees who performed  
 Community Service. 21 years' experience after registration with HPCSA in  
 respect of foreign qualified employees of whom it is not required to perform  
 Community Service as required in South Africa. Grade 12/ Senior Certificate.  
 Degree/ National Diploma in Ultrasound. Current registration with HPCSA as  
 Sonographer. Knowledge, Skills, Training and Competencies required for the  
 post: Sound knowledge of Obstetrics and Gynaecology ultrasound. Sound

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                             | knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures. Knowledge of relevant Health and Safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem solving, teaching and training skills. Good interpersonal relations and ability to perform with a team. Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>        | : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in multidisciplinary team as part of medical and allied team. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement Programmes and National Core Standards. Inspect and utilise equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>     | : Dr FP Mtshali Tel No: (034) 621 6100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b>  | : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: <a href="mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za">DannhauserCHC.HRJobApplication@kznhealth.gov.za</a> or <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>FOR ATTENTION</u></b> | : Mrs DBP Buthelezi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>          | : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male. |
| <b><u>CLOSING DATE</u></b>  | : 24 Aug 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/98</u></b>    | : <b><u>CHIEF ARTISAN REF NO: UTHUK 07/2026</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>        | : R499 470 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>        | : Uthukela District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b>  | : Senior Certificate (Grade 12) or equivalent; Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Valid driver's license, ten years post qualification experience required as an Artisan/Artisan Foreman. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills, Training And Competencies Required: Project management technical design and analysis knowledge Computer-aided technical applications Knowledge of legal compliance technical report writing technical consulting Production, process knowledge and skills Problem solving and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

analysis Decision making Change management financial management Customer focus and responsiveness Communication Computer skills Planning and organizing.

**DUTIES** : Investigate and rectify complaints from staff and community members on infrastructural matters. To perform frequent site inspections during building and construction operations to ensure that specifications and plans are adhered to. Inspect possible new clinic sites and provide technical guidance in the planning and the maintenance of existing clinics to prevent and alleviate construction and maintenance difficulties. Attend planning and process meetings and PHC clinics meetings to identify deficiencies and possible areas for improvement. Ensure the effective, efficient and economical management of allocated resources and provide emergency responses to incidents of disaster and damage to infrastructure by mobilizing contractors and service providers to assist with repairs.

**ENQUIRIES** : Mr. M.A.C Asvat Tel No: (036) 631 2202, Ext. 101  
**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith, 3370 or Email to [UthukelaDistrictHealth.HRJobApplication@kznhealth.gov.za](mailto:UthukelaDistrictHealth.HRJobApplication@kznhealth.gov.za) and apply online Siyathesha Waya Waya eservice.

**NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment

**CLOSING DATE** : 24 August 2026

**POST 28/99** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: SHAK 01/2026 (X2 POSTS)**  
Component: Shakaskraal Clinic

**SALARY** : Grade 1: R495 423 - R581 931 per annum  
Grade 2: R607 350 - R752 913 per annum  
Plus 8% rural allowance Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements).

**CENTRE** : Ilembe Health District Office (KwaDukuza Primary Health Care)  
**REQUIREMENTS** : Minimum Requirements for the post: **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a

General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2024) A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Minimum Requirements for the post: **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2024). A minimum of 14 years appropriate/ recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. NB: Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00. Staff may be requested to relieve/ allocated in any of the nine (09) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

#### **DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality nursing care. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in service training. Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patients records, both written and electronic. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Ensure the collection, collation and timeous submission of accurate verified data. Support the realisation and maintenance of an ideal Clinic and OHSC Programme in the facility.

#### **ENQUIRIES APPLICATIONS**

: Mrs R Bhagwandin Tel No: (032) 437 3500  
: Please forward all applications to: The Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza 4450 or e-mail to: [mandla.mthembu@kznhealth.gov.za](mailto:mandla.mthembu@kznhealth.gov.za)

#### **FOR ATTENTION NOTE**

: Mr M.D Mthembu  
: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted

candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

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| <b><u>CLOSING DATE</u></b>        | : | 28 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/100</u></b>         | : | <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: OTH NONDA CLIC 01/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>              | : | Grade 1: R495 423.per annum<br>Grade 2: R607 350 per annum<br>Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements) and 12% Rural Allowance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Othobothini Community Health Centre (Nondabuya Clinic).<br>Senior certificate/STD 10/Grade 12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife.1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Clinical Nurse Practitioner <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Clinical Nurse Practitioner <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 10 years of experience of the experience referred to above must be appropriate / recognisable experience after obtaining a 1–year Post Basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and procedures, Knowledge of SANC Rules and Regulations and other relevant Legal framework. Knowledge of Quality Assurance Programmes, Batho-Pele principles and Patient Rights charter, Human Resource Management and Basic Financial Management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. |
| <b><u>DUTIES</u></b>              | : | Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Promote preventive and promote health for clients in the facility. Maintain accurate and complete patients' records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems and areas of improvement and communicate with the Operational Manager. Deal with grievances and labour relations issues in terms of laid down procedures/policies. Provide direct and indirect supervision of junior staff and give guidance for quality patient care. Implement infection control standards and practices to improve quality health care. Initiate treatment and ensure evaluation of patients' clinical conditions. Participate in health promotion activities in the clinic and in community. Assess in-service training needs, plan and implement training. Participate in data management processes. Participate in the attainment of National Core Standards, realisation of ideal clinic (ICRM), PSI and Surveys on PEC and waiting time.                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>ENQUIRIES</u></b>    | : | Mr. S.R Dlamini Tel No: (035) 572 9002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | to be hand deliver to Othobothini CHC HR Department next to Msiyane High School, Jozini, 3969. Or email to <a href="mailto:Sabelo.Mchunu@kznhealth.gov.za">Sabelo.Mchunu@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Applicants are not required to submit Copies of educational qualifications and Professional registration certificates such documents will be requested only from shortlisted candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/101</u></b>  | : | <b><u>PROFESSIONAL NURSE (SPECIALTY OPHTHALMIC) REF NO: NMH/PNO/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | <b>Grade 1:</b> R495 423 – R581 931 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional Homeowners Allowance: Employee must meet prescribed requirements.<br><b>Grade 2:</b> R607 350 – R752 913 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional Homeowners Allowance: Employee must meet prescribed requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Niemeyer Memorial Hospital (Eye Clinic)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing. <b>Grade 2:</b> Experience: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one post Basic qualification in Ophthalmic Nursing. STD 10 or grade12 Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One year Post Basic Registration Degree/Diploma in Ophthalmic nursing plus 4 years appropriate/recognisable registration experience as a general nurse. Current registration with South African Nursing Council as a Professional Nurse Specialty (2026 SANC receipt). Knowledge, Skills, Training and Competencies Require: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter, Batho-Pele principles. Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; report writing skills; facilitation skills; coordination skills; liaison skills; networking skills; problem solving skills; Information management; knowledge management; planning & organising; computer literacy. |
| <b><u>DUTIES</u></b>       | : | Maintain a therapeutic relationship and environment in which health care can be provided optimally and safety. Create and maintain a complete and accurate nursing record for individual health care users. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain a plan to improve the quality of nursing and health care. Implement quality improvement plan. Maintain a professional and ethical as well as an enabling environment for ethical practice. Protect and advocate right of patients regarding health care. Diagnose and manage conditions related to eyes. Implement patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescript applicable within the nursing environment. Apply the principles of nursing care in service rendering for the maintenance of professional excellence. Implement nursing care management activities according to the Standard of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standard. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of                                                                                                                                                                                                                                                                                                                             |

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|                                      |   | the South African Nursing Council. Implement procedure that maintain effective infection control and occupational and safety measures in accordance with Occupational Health and safety legislation. Maintain accountability and responsibility for nursing care activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mrs. G.N Nkosi Tel No: (034) 331 3011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                      | : | Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: <a href="mailto:Niemeyer.Intern@kznhealth.gov.za">Niemeyer.Intern@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>                   | : | Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview, following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged; however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male. |
| <b><u>CLOSING DATE</u></b>           | : | 26 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/102</u></b>            | : | <b><u>CLINICAL NURSE PRACTITIONER (NAASFARM CLINIC) REF NO: DANCHC 04/2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>                 | : | Grade 1: R495 423 – R581 931 per annum<br>Grade 2: R607 350 – R752 913 per annum<br>Other Benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Naas Farm Clinic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                      | : | <b>Grade 1:</b> Experience A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> Experience A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES**

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES APPLICATIONS**

: Mr VP Nene Tel No: (034) 621 6100  
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: [DannhauserCHC.HRJobApplication@kznhealth.gov.za](mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za) or [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE**

: Mrs DBP Buthelezi  
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE**

: 24 August 2026

**POST 28/103**

: **CLINICAL NURSE PRACTITIONER (GREENOCK CLINIC) REF NO: DANCHC 05/2026NO (X1 POST)**

**SALARY**

: Grade 1: R495 423 – R581 931 per annum  
Grade 2: R607 350 – R752 913 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Inhospital Allowance: 8% and Housing allowance: Prescribed requirements to be met.

**CENTRE REQUIREMENTS**

: Greenock Clinic  
: **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification

in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES** : Mr VP Nene Tel No: (034) 621 6100  
**APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: [DannhauserCHC.HRJobApplication@kznhealth.gov.za](mailto:DannhauserCHC.HRJobApplication@kznhealth.gov.za) or [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mrs DBP Buthelezi  
**NOTE** : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE** : 24 August 2026

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| <b><u>POST 28/104</u></b>            | : | <b><u>FINANCE MANAGEMENT OFFICER (REVENUE) REF NO: NMH/FMO//2026 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>                 | : | R338 106 – R398 277 per annum (Level 07). Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Niemeyer Memorial Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                      | : | STD 10 or Grade12 Certificate. Appropriate Degree/National Diploma. 1- 3 years' Experience in finance Knowledge, Skills, Training and Competencies Require: Knowledge of Finance. Knowledge of filing system. Computer literacy. Verbal & written communication skills. Finance management. Knowledge of petty cash.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>                 | : | Maintain a user-friendly filing system of accounts. Responsible for all final revenue correspondence, write off, account payments categories. Monitor the collection of revenue from all patients. Maintain procedures regarding the use of safe and check receipt book. Maintain effective and efficient utilization of staff. Make follow ups on patient's accounts and medical aids schemes. Record of debtors and creditors. Compile reconcile of all financial reports and submit to Head Office. Ensure safe guarding of state monies collected. Manage patients' accounts and ensure compliance. Conduct revenue inspections and identity financial risks. Supervise revenue operations and ensure efficient billing and collections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. NR Mtshali Tel No: (034) 331 3011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                      | : | Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: <a href="mailto:Niemeyer.Intern@kznhealth.gov.za">Niemeyer.Intern@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>                   | : | Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male. |
| <b><u>CLOSING DATE</u></b>           | : | 26 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/105</u></b>            | : | <b><u>EMERGENCY CARE OFFICER:(ILS)/ECA GRADE3 REF NO: EMSUTHUK (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>                 | : | R226 701 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Uthukela District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                      | : | Grade 12 with science subjects. Intermediate Life Support Certificate (AEA). Current registration with Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with HPCSA (Valid card will be accepted, deposit slip will not be accepted). Unendorsed drivers, s                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

license code C1 with a professional driving permit (receipt of renewal will not be accepted) Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) will be an added advantage Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organisational, decision-making and problem-solving abilities within the DHS framework.

**DUTIES**

: The incumbents of these posts will report to the EMS shift leader: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Basic Life Support and transport patients to an appropriate health facility to minimize the loss of lives. The ideal candidate must: Possess knowledge of Intermediate Life Support Protocol understand EMS and its line of business. Possess knowledge of Basic Medical rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical Patient Management skills. Could implement emergency procedures. Can work under pressure. Be able to operate in any EMS environment i.e. Emergency Ambulances Obstetrics ambulance, inter-facility ambulances, communication Centres, Rescue or Patient, Transport services as per the allocation or deployment by the management of EMS. Be flexible to be deployed to any shifty as per service delivery needs. Be available for the Disaster Relief Emergency deployments nationally and/or internationally.

**ENQUIRIES  
APPLICATIONS**

: Mr.ET Kubheka Tel No: (036) 638 4816  
: All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith 3370 or email your application [UthukelaDistrictHealth.HRJobApplication@kznhealth.gov.za](mailto:UthukelaDistrictHealth.HRJobApplication@kznhealth.gov.za)

**FOR ATTENTION  
NOTE**

: Deputy Director: HRM  
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**CLOSING DATE**

: 24 August 2026

**DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site on (eservices.gov.za)
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 25 August 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 Must Be Completed In Full. Application must be accompanied by a detailed CV Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Department will also conduct reference checks with HR of current /previous employer(s), besides the references provided on the CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications sent via registered mail and will not be held responsible for applications that are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

**OTHER POSTS**

- POST 28/106** : **DEPUTY DIRECTOR: INTERNAL AUDIT CLUSTER REF NO: KZNPT 26/24 (X3 POSTS)**  
(12 Months Contract)
- SALARY** : R932 292 per annum, (all- inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF Level 7 qualification such as B-Tech Internal Audit, B-Tech Accounting/ Cost Management (with internal audit), B-Tech: Taxation (with internal audit), Advanced Diploma in Accounting Sciences: Internal Auditing, Advanced Diploma – Accountancy / Internal Auditing Stream, BCom in Internal Auditing / BCom (Accounting with Internal Audit), BCompt (Bachelor of Accounting Science), Internal Audit Technician / Occupational Certificate: Internal Audit Membership of Institute of Internal Auditors South Africa (IIA SA). A Valid Driver's License and in the case of people living with disabilities who cannot personally drive, the department will assist them to meet work related travel commitments. A minimum of 3 years' experience in junior management conducting or providing technical support in Internal/ external auditing. Skills, Knowledge And Competencies: Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Performance Auditing techniques, Enterprise Risk Management, Teammate Audit system. Verbal and written communication abilities. Problem-solving. Analytical and

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|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | numeracy. Auditing and report writing Quantitative method tools. Good interpersonal relations. Research. Report writing. Time management. Change management. Policy analysis and development. Statistical and quantitative analysis. Financial management. People management. Strategic planning. Chairing of meetings. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Develop and review strategic and annual plans for Internal Audit services for the Provincial Departments based on the results of the Provincial or Departmental risk assessments. Develop and maintain methodologies, policies and procedure manuals for Internal Audit services. Manage the implementation of Internal Audit projects, policies, methodologies and procedure manuals. Manage and provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management and internal and external stakeholders. Manage the resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Nkgabutle Tel No: (033) 897 4429                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | Preferences: African Females, African Males Females and people with disabilities who meet the requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/107</u></b>  | : | <b><u>DEPUTY DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 26/25</u></b><br>(12 Months Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, (all- inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | KZN Provincial Treasury, Pietermaritzburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | A NQF Level 7 Qualification (Bachelor's degree, Bachelor of Technology or Advanced Diploma) in Auditing and Accounting/Accounting/ Accounting Sciences in Financial Accounting / Accounting Sciences in Internal Auditing / Financial Accounting / Internal Auditing. Membership of Institute of Internal Auditors South Africa (II A SA) or South African Institute of Chartered Accountants (SAICA). A minimum of 3- years' junior management experience in conducting or providing technical support in internal /external auditing. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Constitution PFMA and Treasury Regulations PSRF (Public Service Regulatory Framework) Standards for the Professional Practice of Internal Auditing General Recognised Accounting Principles Generally Accepted Accounting Principles Modified Cash Standard MTEF budget compilation and analysis Enterprise Risk Management Teammate Audit system Verbal and written communication abilities Problem-solving Analytical and numeracy Auditing and report writing Quantitative method tools Good interpersonal relations Research Report writing Project planning and management Change management Time management Policy analysis and development Statistical and quantitative analysis Financial management People management Strategic planning Chairing of meetings Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet. |
| <b><u>DUTIES</u></b>       | : | Develop and review the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Develop and maintain methodologies, policies and procedure manuals for Internal Audit services. Manage the implementation of Internal Audit projects, policies, methodologies and procedure manuals. Manage and provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management and internal and external stakeholders. Manage the resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Nkgabutle Tel No: (033) 897 4429                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | Preferences: African Females, African Males Females and people with disabilities who meet the requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/108</u></b>  | : | <b><u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITING REF NO: KZNPT 26/24</u></b><br>(12 Months Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, (all- inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | KZN Provincial Treasury, Pietermaritzburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | A 3-year NQF level 7 qualification or higher with in in Information Systems, Information Technology, Informatics or Computer Science. A Minimum of 3-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

years junior management level experience in IT auditing. Membership of Institute of Internal Auditors South Africa (IIA SA) / Information Systems Audit and Control Association (ISACA) and Certified Information System Auditor (CISA) will be an added advantage. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Treasury Regulations, PFMA (Public Financial Management Act), PSRF (Public Service Regulations Framework), MTEF (Medium Term Expenditure Framework), General Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), IT Auditing techniques, Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management, IT Governance, SEKCHEK (Security checking system), Teammate system, Information Security, Application and Operating Systems Control, Computer Assisted Auditing Techniques (CAAT) System, Control Objective for Information and Related Technology (COBIT), Information Technology Infrastructure Library (ITIL). Strategic planning, Communication, Facilitation, Presentation, Innovative, Decisiveness, Business process re-engineering, Auditing and Report writing, Computer literacy, Interpersonal relations, Analytical and quantitative method, Financial management, Time management, Project management, Policy analysis and development, Conflict management.

**DUTIES**

: Develop and revise the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Manage the development and maintenance of methodologies, policies and procedure manuals for Internal Audit services based on the results of the Departmental/Provincial risk assessments. Manage the implementation of IT Audit projects, policies, methodologies and procedure manuals. Manage and provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management and internal and external stakeholders. Manage the resources.

**ENQUIRIES**  
**NOTE**

: Ms K Nkgabutle Tel No: (033) 897 4429  
: Preferences: African Females, African Males Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

- : Quoting the relevant references `applications should be forwarded to the relevant District Capricorn North, The District Director Capricorn North Education District Private Bag X9711, Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
- Capricorn South:** The District Director Capricorn South Education District Private Bag X03cChueniespoort, 0745. Old Parliament Complex, Lebowakgomo.
- The District Director Sekhukhune South:** Education District, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.
- Mogalakwena Education District:** The District Director, Private Bag X601, Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng. 0626.
- Mopani East Education District:** Private Bag X578, Giyani, 0826. Old Parliament Building, Giyani.
- Mopani West The District Director:** Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.
- Sekhukhune East The Acting District Director:** Sekhukhune East Education District, Private Bag X9041, Burgersfort, 1150. 83 Aloe Street, Stand No 2314, Ext 4 Aloeridge West, Burgersfort, 1150.
- Sekhukhune South Education District:** The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.
- Vhembe East The Acting District Director:** Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela Old Parliament Building.
- Vhembe West The District Director:** Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D Old Parliament Building, Thohoyandou.
- Waterberg The Acting District Director:** Waterberg Education District, Private Bag X1040, Modimolle, 051084. Limpopo Street, NTK Building, Modimolle, 0510.

Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

**CLOSING DATE**

- : 28 August 2026: 14 H00 (Applications received after the closing date and faxed copies will not be considered).

**NOTE**

- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.edu.gov.za /](http://www.edu.gov.za/) [www.dpsa.gov.za](http://www.dpsa.gov.za). The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates, including the SMS, shall undertake two

pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

# MANAGEMENT ECHELON

**POST 28/109** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION REF NO: LDOE 163/06/2026**  
Directorate: Financial Management

**SALARY** : R1 554 696 per annum, (all - inclusive package)  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification in Accounting/Financial Management/Cost and Management Accounting or Auditing as recognized by SAQA. Post graduate qualification in the financial management field will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate prior to appointment. Valid driver's license with exception of person with disability. Core and Process Competencies and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements.

**DUTIES** : Oversee the management and provision of financial administration and accounting services. Oversee salary provision and expenditure management. Oversee the provision of expenditure management. Oversee the management of system control services. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; manage the performance of staff and ensure assessment of their performance; Set clear goals and performance expectations for the team. ensuring alignment with organisational objectives.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/110** : **CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND QUALITY PROMOTION & STANDARDS REF NO: LDOE 164/06/2026**  
Branch: District Management & Institutional Governance

**SALARY** : R1 554 696 per annum, (all - inclusive package)  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification as recognised by SAQA. A relevant postgraduate qualification in education/management will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with the exception of a person with disability. Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The Public Sector management reporting requirements.

**DUTIES** : Oversee the maintenance and implementation of appropriate policies and frameworks for school governance stakeholders. Oversee the management of school affairs. Oversee the management and co-ordination of norms and standards for school funding. Oversee the management of school safety and

beautification. Oversee the management of provision of Early Childhood Development (ECD). Co-ordinate the provision of Whole School and Systemic Evaluation. Co-ordinate the management of evaluation and reporting on performance of schools. Co-ordinate the management of the setting and maintenance of standards for teaching, learning and school functionality. Oversee the annual internal evaluation of schools. Co-ordinate the development of school improvement plans. Ensure continuous improvement in the provision of quality public education.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/111** : **CHIEF DIRECTOR: DISTRICT MANAGEMENT & SUPPORT (CLUSTER B: VHEMBE EAST & WEST, MOPANI EAST & WEST AND CAPRICORN SOUTH DISTRICTS) REF NO: LDOE 165/06/2026**  
Branch: District Management & Institutional Governance

**SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum, (all - inclusive package)  
: Head Office, Polokwane  
: An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with exception of person with disability. Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word, Excel, PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The Public Sector management reporting requirements.

**DUTIES** : Oversee the management and supervision of district, circuit and school performance. Oversee district planning and ensure adequate resourcing districts. Co-ordinate the setting of clear goals and performance expectations for the district, ensuring alignment with organizational objectives. Oversee district cooperative functionality and strategic capability and efficient utilization of resources.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/112** : **DIRECTOR: SALARIES & EXPENDITURE MANAGEMENT REF NO: 166/06/2026**  
Branch: Financial Management

**SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum, (all - inclusive package)  
: Head Office, Polokwane  
: An NQF level 7 qualification in Accounting, Financial Management or Cost Management as recognized by SAQA. Minimum of 5 years' relevant experience at a middle or senior management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with exception of person with disability. Core & Process Competencies and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word, Excel, PowerPoint and Outlook. In-depth knowledge of government transversal systems like BAS and PERSAL.

**DUTIES** : Co-ordinate the provision for salaries and wages. Co-ordinate the management of payroll. Co-ordinate transfers and subsidies. Co-ordinate the management of expenditure. Oversee the payment of creditors. Oversee the management of sundry and expenditure. Oversee the management of capital expenditure. Co-ordinate expenditure reporting which includes amongst others compile interim/annual financial statements and monthly In-Year Monitoring (IYM) reports.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

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| <b><u>POST 28/113</u></b>  | : | <b><u>DIRECTOR: MOGALAKWENA DISTRICT REF NO: LDOE 167/06/2026</u></b><br>Branch: District Management & Institutional Governance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum, (all - inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification as recognised by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of 5 years' relevant experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies. Knowledge and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements. |
| <b><u>DUTIES</u></b>       | : | Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services. and learner support. Facilitate and coordinate the provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits. Facilitate effective and efficient interface between the District and Circuits. Ensure that District Circuits schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district.                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### OTHER POSTS

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b><u>POST 28/114</u></b>  | : | <b><u>CHIEF ENGINEER GRADE A REF NO: LDOE 168/06/2026</u></b><br>Branch: Physical Resources Management (Infrastructure)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R1 317 108 per annum, (all - inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | B degree in Architecture or relevant qualification as recognised by SAQA. Six years' post-qualification architectural experience required. Compulsory registration with SACAP as a professional Architect. Valid driver's license except for people living with disabilities Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy. Knowledge & skills: Computer skills. Planning, Organising, and Execution Skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate - 111 - 2010#0601#OSD Engineers And Related (Annexure A) (Updated 20 July 2011).doc structures. systems and resources. Set engineering maintenance standards. specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives (c) Governance (i) Allocate. control. Monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of engineering-related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations. in support of |

individual development plans. operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/115** : **CHIEF ENGINEER: ELECTRICAL GRADE A REF NO: LDOE 169/06/2026**  
Branch: Physical Resources Management (Infrastructure)

**SALARY** : R1 317 108 per annum, (all - inclusive package)  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : An engineering qualification (B Engineering / BSc in Engineering) at NQF level 07 as recognised by SAQA.A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an added advantage. Six 6 years' relevant experience post qualification. Valid Registration with professional Engineer - ECSA. Valid driver's license except for people living with disabilities. Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy. Knowledge & Skills A good understanding of all relevant legislation and construction industry contract is needed. Maintenance skills and knowledge. Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems. Knowledge of and experience in the implementation of the OHSA is highly recommended.

**DUTIES** : Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement strategy the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering Installations and oversee commissioning of electrical engineering installations.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/116** : **CIRCUIT MANAGER (X5 POSTS)**  
Directorate: District Management & Institutional Governance

**SALARY** : R1 151 079 per annum, (all - inclusive package)  
**CENTRE** : Makhutswe Circuit Ref No: LDoE 170/06/2026  
Lepelle Circuit Ref No: LDoE 171/06/2026  
Tsimanyane Circuit Ref No: LDoE 172/06/2026  
Groblersdal Circuit Ref No: LDoE 173/06/2026  
Malamulele East Circuit Ref No: LDoE 74/06/2026

**REQUIREMENTS** : A recognized three- or four- year qualification, which includes professional teacher education. A post graduate qualification in education will be an added advantage. Nine (09) years' experience in the educational field. Registration with SACE as a professional educator. Valid driver's license except for people

living with disabilities. Job Purpose: To ensure the effective supervision, management functionality and performance of schools, in relation to administration, governance and curriculum delivery through professional and educational leadership, guidance and development. Competencies. Knowledge & Skills: Monitoring and evaluation. Performance Management. Decision making and initiating action. Adhering to principles and values. Analysis and interpreting. Writing and reporting. Creating, conceptualising and innovating. Organizing and executing. Coping with pressures and setbacks. Time management. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy. effective public relations and public speaking skills. Functional Computer Literacy - MS Word, MS Excel, MS PowerPoint and MS Outlook.

**DUTIES**

: Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; e) Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives ;Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes

**ENQUIRIES**

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664.

**POST 28/117**

: **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDOE 575/06/2026**  
Directorate: Legal Services

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

: R610 434 per annum, (all - inclusive package)  
: Head Office, Polokwane  
: NQF level 7 qualification in LLB/B. Proc as recognized by SAQA.A minimum of 8 years' appropriate post qualification legal experience. 5 years of which must be as a practicing Attorney/Advocate in civil litigation in the Lower and High Courts Admission as an Advocate or Attorney of the High Court of South Africa. Valid driver's license except for people with disabilities. Competencies. Knowledge and Skills: Sound and in - depth knowledge of relevant prescripts. application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act and PFMA. Knowledge on the relevant policies/prescripts and procedures etc. Negotiation skills. Language skills and ability to communicate well with people at different levels and from different backgrounds. People management skills. Organizing skills. Time management Communication, both formal, and informal Good people skills. Problem solving. High level of reliability. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

**DUTIES**

: Provide legal advisory support and legal opinions to the Department. Manage litigations, audit statements of accounts/invoices, analyze litigation costs to ensure compliance and conduct targeted awareness training programs based on litigation trends. Draft, review and amend legal instruments such as

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|                            |   | legislation. compliance framework. policies. prescripts etc. Draft and vet contracts. MOU/MOAs etc. for legal compliance in line with the provincial. national. regional and international instruments etc. Manage the effective utilization of resources (Financial. Physical and Human) in the sub-directorate in line with the relevant legislation and prescripts etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/118</u></b>  | : | <b><u>CHIEF SPEECH THERAPIST GRADE 1 REF NO: LDOE 306/06/2026</u></b><br>Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R598 260 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Setotolwane LSEN School. Capricorn South District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Speech Therapy and Audiology as recognised by SAQA. Valid and active registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. Minimum of 3 years' appropriate experience after Health Professions Council of South Africa (HPCSA) in Speech Therapy and Audiology field. Competencies. Knowledge and Skills: Good communication skills. Good Customer Care. Time Management. Group dynamics. working under pressure. Diversity Management. Change and knowledge. Willingness to work after - hours. Knowledge of inclusive Education guidelines and protocols. Ability to use health information for planning. Ability to work under pressure. Knowledge of the application of clinical Speech therapy & Audiology in Education Setting. Knowledge of current inclusive education & public service legislation. Regulations and policies. Knowledge of appropriate assessments and treatment procedures for specific conditions. Good communication. report writing. facilitation. liaison. coordination. networking and decision – making skills. Project management skills and analytical thinking. Functional Computer literacy - MS Outlook. Word. Excel and PowerPoint. |
| <b><u>DUTIES</u></b>       | : | Render speech therapy and audiology services to all learners in need. Support Educators and support staff on implementation of SIAS policies. Facilitate Screening and assessment of learners for enrolment. transfer purposes. Compilation of medical reports for social grant. Sports and administrative purposes. Compilation of speech therapy monthly reports and statistics of all schools. Compilation of Speech therapy needs for all schools. Stakeholder engagement and participation for advocacy. e.g. disability forums. Facilitate Speech therapy and audiology Assistive devices procurement and management for all Schools. Support SIAS support structures, school-based support teams SBST. District-based support teams (DBST). Provincial & National programs. Training and Support of Junior School-based Therapists and other support staff. Training of school-based. Circuit and District Education officials.                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/119</u></b>  | : | <b><u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 (X2 POSTS)</u></b><br>Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R598 260 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Letaba Special School Mopani West District Ref No: LDoE 307/06/2026<br>Bosele School for the Blind Sekhukhune South District Ref No: LDoE 308/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Occupational Therapy as recognised by SAQA. Valid and active registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Minimum of 3 years' appropriate experience after Health Professions Council of South Africa (HPCSA) in the Occupational Therapy field. Competencies. Knowledge and Skills: Have knowledge and understanding of education legislation and policies especially Inclusive education and principles (White paper 6, SIAS etc. In-depth knowledge and understanding of Occupational therapy and treatment of learners at designated schools and Care Centre's. Must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Should have experience in working as                                                                                                                                                                                                                                                                                                                                                                                                                     |

part of a team and collaborating with stakeholders. Should be able to take initiative. work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to special schools that include learners with severe to profound intellectual disability (LSPID). Preferably be able to communicate effectively. The job involves travelling, and therefore a valid driver's licence is a requirement. Functional computer literacy (MS Word, MS Excel, MS PowerPoint & MS Outlook).

**DUTIES** : As a member of the transversal team. the incumbent will collaborate with team. members in the provision of support to designated schools. Supervisory work to all the therapists or professionals at a school. Support to be provided will include Assessment of LSPID enrolled in the schools; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress. training on learning programme for LSPID. Monitoring and reporting implementation of the learning programme for LSPID. Training and supporting teachers for proper assessment and therapeutic session. Monitoring and reporting on the implementation of the intervention for therapeutic purposes in designated schools; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. Provide support to other learners in the community as and when needed. Support the District in the development, review, implementation of Inclusive Education for the benefit of designated schools and care center's in the district.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

**POST 28/120** : **SOCIAL WORKER SUPERVISOR (X10 POSTS)**  
Directorate: Learner Social Support Programmes: Early Childhood Development

**SALARY CENTRE** : R496 668 per annum  
: Capricorn North District Ref No: LDoE 565/06/2026 (X1 Post)  
Capricorn South District Ref No: LDoE 566/06/2026 (X1 Post)  
Mogalakwena District Ref No: LDoE 567/06/2026 (X1 Post)  
Mopani East District Ref No: LDoE 568/06/2026 (X1 Post)  
Mopani West District Ref No: LDoE 569/06/2026 (X1 Post)  
Sekhukhune East District Ref No: LDoE 570/06/2026 (X1 Post)  
Sekhukhune South District Ref No: LDoE 571/06/2026 (X1 Post)  
Vhembe East District Ref No: LDoE 572/06/2026 (X1 Post)  
Vhembe West District Ref No: LDoE 573/06/2026 (X1 Post)  
Waterberg District Ref No: LDoE 574/06/2026 (X1 Post)

**REQUIREMENTS** : NQF level 7 qualification in Social Work as recognised by SAQA. Minimum of seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Valid registration with South African Council for Social Service Professions (SACSSP). Valid driver's license with exception of people with disabilities. Competencies. Knowledge and Skills: Knowledge of ECD Conditional Grants, Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD and Children's Act. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organizing skills. Policy implementation skills. Business ethics skills. Good verbal and written communication. Good report writing skills. Ability to intervene and resolve conflict of a complex nature. Problem solving skills. Planning and organizing work skills and working independently. Compassion. Analytical skills.

**DUTIES** : Manage and facilitate the implementation of ECD policies. strategies. minimum technical norms and standards. including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centre's. Supervise Social workers. Social auxiliary workers and data capturers.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/121** : **ASSISTANT DIRECTOR. CONDITIONS OF SERVICE REF NO: LDOE 541/06/2026**  
Directorate: Capricorn South

**SALARY** : R487 197 per annum  
**CENTRE** : Capricorn South  
**REQUIREMENTS** : A relevant NQF level 6 qualification in Human Resource Management or Public Administration/ Public Management as recognised by SAQA. Minimum of five (5) years' experience, of which two (3) years must be at a lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. Close attention to detail and organisational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel. MS PowerPoint and MS Outlook.

**DUTIES** : Coordinate and facilitate the conditions of service for Employment of Educators Act and Public Service Act staff. Supervise and management of leave of absence (annual/Vacation. sick. special. PILIR. etc.). Supervise and manage termination of service. Supervise and manage allowances in line with national policies and directives. Provide guidance and advice to line managers or employees on HR policies and directives. Authorize /Approve transactions on PERSAL according to departmental delegations.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/122** : **ASSISTANT DIRECTOR. FINANCIAL MANAGEMENT & ACCOUNTING SERVICES REF NO: LDOE 542/06/2026**  
Directorate: Finance

**SALARY** : R487 197 per annum  
**CENTRE** : Mogalakwena  
**REQUIREMENTS** : A relevant NQF level 6 qualification in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy: MS Word. Excel. Powerpoint and Outlook.

**DUTIES** : Ensure compliance with the Public Finance Management Act (PFMA). Treasury Regulations. and related financial policies and procedures. Implement financial administration and accounting policies and processes. Manage financial information and accounting services. Verify documents and process documents. Manage financial deductions.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

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| <b><u>POST 28/123</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT &amp; REPORTING SERVICES REF NO: LDOE 543/06/2026</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Sekhukhune East                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 6 qualification in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. Close attention to detail and organisational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy: MS Word. Excel. PowerPoint and Outlook. |
| <b><u>DUTIES</u></b>       | : | Coordinate financial planning and budgeting processes. Provide medium-long-term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and report on expenditure trends. Coordinate and provide input for financial reporting. Monthly reconciliation of Bank accounts. ledger accounts. Revenue for the compilation of the certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analysing and interpreting monthly management reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/124</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X4 POSTS)</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Sekhukhune East Ref No: LDoE 544/06/2026<br>Sekhukhune South Ref No: LDoE 545/06/2026<br>Vhembe East Ref No: LDoE 546/06/2026<br>Waterberg Ref No: LDoE 547/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 6 qualification in Supply Chain Management/ Assets Management and Financial Management as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel. MS PowerPoint and MS Outlook.                                  |
| <b><u>DUTIES</u></b>       | : | Ensure effective and compliant supply chain management processes in line with PFMA and other regulations. Implement and monitor supply chain policies and procedures. Manage procurement. contract management. asset management. and inventory control functions. Ensure proper record-keeping and reporting as required by the PFMA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>POST 28/125</u></b>  | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (HRD) AND PERFORMANCE MANAGEMENT SYSTEM (PMS) REF NO: LDOE 548/06/2026</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Mopani West                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 6 qualification in Human Resources Management/ Development as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel. MS Power Point and MS Outlook.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Coordinate and monitor the provision of implementation of Performance Management System (PMS). Manage the performance assessment and payment of incentives. Coordinate and facilitate the implementation of Skills Development. Coordinate and facilitate provision of training development processes and programmes. Coordinate the provision of learnership and internship programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 28/126</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT SERVICES REF NO: LDOE 549/06/2026</u></b><br>Directorate: HRD & Performance Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 6 in Human Resource Development/Human Resource Management/ Public Administration/Education Management/Training and Development/Management Services or related qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the Skills Development, Human Resource Development, Training Coordination and Workplace Learning fields. Valid vehicle driver's license, except for people with disabilities. Competencies. Knowledge & Skills: Knowledge of Skills Development Act, Skills Development Levies Act, National Skills Development Plan, Public Service Regulations, Employment Equity Act, Labour Relations Act, ETDP SETA requirements and applicable DPSA policies. Public Service legislative and regulatory framework & Human Resource Development policies and practices. Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs). Skills audits and competency assessments. Planning for Learnerships. internships and workplace-based learning programmes. ETDP SETA and National Skills Fund requirements. Performance Management and Development System (PMDS). Strategic planning. monitoring and evaluation and financial management and budgeting principles. Strategic and analytical thinking skills. Planning and project management skills. Leadership and supervisory skills. Stakeholder and partnership management. Report writing and presentation skills. Communication and interpersonal skills. Data analysis and statistical reporting. Problem-solving and decision-making abilities. Ability to work under pressure and meet deadlines. Monitoring. evaluation and compliance management skills. Functional computer literacy: MS Word, Excel, PowerPoint and HRD systems. |
| <b><u>DUTIES</u></b>       | : | Co-ordinate the implementation of the Departmental Workplace Skills Plan and Annual Training Report. Facilitate skills audits and identifying organizational skills gaps. Co-ordinate training. development and capacity-building initiatives. Manage relationships with ETDP SETA. institutions of higher learning and training providers. Coordinate bursary. internship. learnership and experiential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

learning programmes. Monitor implementation of HRD programmes and interventions. Compile management reports, statistics and compliance reports. Coordinate the Governance and Consultative Skills Development Committee Structures. Manage the training budgets and monitor expenditure. Provide technical advice on human resource development initiatives. Supervise and develop staff within the component. Ensure compliance with all relevant legislative and policy frameworks. Coordinate provincial and district skills development projects and programmes.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/127** : **ASSISTANT DIRECTOR: LEARNERSHIPS, INTERNSHIPS AND EXPERIENTIAL PROGRAMMES REF NO: LDOE 550/06/2026**  
Directorate: HRD & Performance Management Services

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : A relevant NQF level 6 qualification in Human Resource Development/ Human Resource Management/ Public Administration/Labour Relations/Training and Development or related qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the internship, learnership, workplace learning, youth development or skills development programmes fields. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Sound knowledge of: Skills Development Act and Skills Development Levies Act, Public Service Human Resource Development Framework, National Skills Development Plan, ETDP SETA grant regulations and reporting requirements. Internship and Learnership Framework for the Public Service. Occupational qualifications and workplace-based learning methodologies. Labour legislation and employment practices. Monitoring and evaluation systems. Project and programme management principles and internship, learnership and experiential learning frameworks within the Public Service. Programme coordination and administration skills. Stakeholder engagement and relationship management. Project planning and implementation skills. Report writing and data management. Communication and presentation skills. Research and analytical skills. Financial administration and budgeting skills. Problem-solving and innovation. Ability to coordinate multiple projects simultaneously. Functional computer literacy (MS Word, Excel, PowerPoint, and Outlook) and database management.

**DUTIES** : Coordinate the implementation of departmental internship programmes. Coordinate and monitor learnership implementation across districts and Head Office. Manage experiential learning placements for students from universities and TVET colleges. Liaise with ETDP SETA, institutions of higher learning and other stakeholders. Develop and maintain a database of interns, learners and students participating in workplace-based learning. Facilitate recruitment, placement, induction and monitoring of programme beneficiaries. Monitor compliance with programme requirements, agreements and reporting obligations. Compile monthly, quarterly and annual programme performance reports. Coordinate mentor and supervisor training and support. Monitor stipend administration and programme expenditure. Conduct programme evaluations and recommend improvement initiatives. Promote youth employability and workplace learning opportunities. Ensure alignment of programmes with departmental Human Resource Development priorities.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/128** : **ASSISTANT DIRECTOR: HUMAN RESOURCES. PROVISIONING REF NO: LDOE 551/06/2026**  
Directorate: Corporate Management

**SALARY** : R487 197 per annum  
**CENTRE** : Waterberg  
**REQUIREMENTS** : A relevant NQF level 6 qualification in Human Resource Management/Public Administration/ Public Management as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for

people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel, MS Power Point and MS Outlook.

**DUTIES** : Manage provisioning of Employment of Educators Act and Public Service Act staff. Coordinate and manage recruitment of staff. Facilitate the maintenance of statistical information. Manage provisioning of Employment of Educators Act and Public Service Act staff. Coordinate and manage recruitment of staff. Facilitate the maintenance of statistical information. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Inform. guide and advice line managers or employees on HR policies. legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Inform. guide and advice line managers or employees on HR policies. legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/129** : **ASSISTANT DIRECTOR: SPECIAL PROJECTS: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) REF NO: 552/06/2026**  
Directorate: Special Projects

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : A relevant NQF level 6 qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

**DUTIES** : Manage and facilitate the development and implementation of Nutrition policy. Manage the NSNP budget. Monitor and support NSNP projects. Manage sustainable food production.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/130** : **ASSISTANT DIRECTOR: ESTABLISHMENT & HR SYSTEMS REF NO: LDOE 553/06/2026**  
Directorate: Organisational Development. HR Planning & HR Systems

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : NQF level 6 qualification in Human Resource Management/ Human Resource Development / Public Administration/ Public Management as recognised by

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|                            |   | SAQA. PERSAL Certificate. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Competencies. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures. Employment of Educators Act (EEA). Personnel Administrative Measures (PAM), PFMA and PERSAL system. Strong organizational and leadership. Ability to work under pressure and within deadlines. Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Functional computer literacy: MS Word, MS Excel, MS Power Point & MS Outlook.                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Establishment Administration: Management of matrix. Provide monthly reports. Do audit on establishment matters. Provide PERSAL information. System Administration: Act as HR PERSAL Controller. Register SCC to National Treasury. Conduct District visits on system matters. Create and terminate PERSAL users. Log calls for users via Help Desk. Reset revoked Users. Monitor PERSAL access violations. Attend to AG enquiries on system matters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa `LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/131</u></b>  | : | <b><u>ASSISTANT DIRECTOR: TELECOMMUNICATIONS REF NO: LDOE 554/06/2026</u></b><br>Directorate: Information Technology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 or 7 qualification in Public Management/Administration, Information Science, Logistics or related telecommunications qualification as recognised by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the Telecommunications field. Valid driver's license with exception of person with disability Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Public Service Legislations. Telecommunications Services and Mobile Contracts such as RT15. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Computer Literacy. Facilitation and Coordination.                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Provide telecommunications services. Manage contracts for mobile devices, SIM cards, Wi-Fi routers and landlines, support mobile device issues. Maintain the telecommunications account. Coordinate service-provider meetings and install work-related software on departmental mobile devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 28/132</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SYSTEMS ANALYST REF NO: LDOE 555/06/2026</u></b><br>Directorate: Information Technology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 or 7 qualification in Software Development/ IT. Information Systems/ Computer Science/ Computer Engineering or related field as recognised by SAQA. Qualification/s in Microsoft Azure Developer Expert/Specialty certification will be an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the ICT Applications and Systems Analysis. Valid driver's license with exception of person with disability. Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Knowledge of Public Service Legislation. ICT Prescripts. SDLC. Systems Development Methodologies and Systems Analysis for Value-For-Money Outcomes. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Database. OLA Architecture. Computer Literacy. Facilitation and Coordination Skills. |
| <b><u>DUTIES</u></b>       | : | Provide application and systems requirements. develop and maintain IT application systems. Manage systems development projects. Provide application and user support. work with vendors. maintain systems and licence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**ENQUIRIES** : registers. Assist the Deputy Director: Applications and Systems and identify software needs for procurement and development.  
Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/133** : **ASSISTANT DIRECTOR: LAN TECHNICIAN REF NO: LDOE 556/06/2026 (X3 POSTS)**  
Directorate: Information Technology Services

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : NQF level 6 or 7 qualification in IT. Information Systems/ Computer Science/ Computer Engineering or related field as recognised by SAQA. A qualification/s in CISP, Microsoft Azure Expert/Speciality, and ITIL certification will be an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the ICT Infrastructure field. Valid driver's license with exception of person with disability. Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge And Project Management. Knowledge Of Public Service Legislation. ICT Prescripts. Servers. Networks. Endpoint Support. Microsoft Cloud Services and SITA Systems. Including BAS. PERSAL. Logis And Examination. Troubleshooting. ICT Security. Cybersecurity. Negotiation. Communication. Leadership. Strategic Planning. Diversity Management. OLA. Computer Literacy. Facilitation And Coordination Skills.

**DUTIES** : Create/update AD user profiles and provide IT support to offices and schools Support ICT security, Infrastructure, equipment, software, servers and cloud services. Participate in ICT projects and work with vendors, including SITA and the Microsoft LSP. Assess donated assets and connect devices and officials to the network. Assist the Deputy Director: ICT Infrastructure and support departmental. SITA and OTP transversal systems.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/134** : **ASSISTANT DIRECTOR: IT PROGRAMMER REF NO: LDOE 557/06/2026**  
Directorate: Information Technology Services

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Polokwane  
**REQUIREMENTS** : NQF level 6 or 7 qualification in Software Development. IT/ Information Systems / Computer Science / Computer Engineering as recognized by SAQA. Qualification/s in Microsoft Azure Developer Expert / Specialty certification will be an added advantage Five (5) years' experience of which three (3) years must be at Lower Management post / Supervisory level 7/8 within ICT Applications and Systems Development field. Valid driver's license with exception of people with disabilities. People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Knowledge of Public Service Legislation. ICT Prescripts. SDLC. Systems Development Methodologies and Systems Development for Value-For-Money Outcomes. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Database. OLA. Architecture. Computer Literacy. Facilitation and Coordination Skills.

**DUTIES** : Develop ICT systems. gather requirements and maintain IT application systems. Manage systems development projects. work with vendors while securing source code and access keys. Maintain systems and licence registers. Assist the Deputy Director: Applications and Systems and identify software needs for procurement and development.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/135** : **ASSISTANT DIRECTOR: ECD INFRASTRUCTURE POSTS REF NO: LDOE 558/06/2026**  
Directorate: Infrastructure Delivery Management

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Polokwane

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| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 or 7 qualification in Quantity Survey or a relevant equivalent qualification as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 in the Building Construction and Building Maintenance field. A valid South African driver's licence (with exception of person with disability Competencies and Skills: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional Computer literacy - MS Word. Excel. Power point and Outlook.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>        | : | Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning. implementation monitoring. reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource- management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/136</u></b>   | : | <b><u>OCCUPATIONAL HEALTH OFFICER (X4 POSTS)</u></b><br>Directorate: Information Technology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Mopani West District Ref No: LDOE 01/06/2026<br>Capricorn North District Ref No: LDOE 02/06/2026<br>Vhembe West District Ref No: LDOE 03/06/2026<br>Waterberg District Ref No: LDOE 04/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | NQF Level 6 qualification in Safety Management / Environmental Health Management as recognised by SAQA. Qualifications in Safety Management / Environmental Health Management or related qualifications will be an added advantage. A training Course in Safety Management Training Course (SAMTRAC) and Environmental Health Awareness will be an added advantage. Registration with a professional body, the South African Institute of Occupational Safety and Health (SAIOSH). Minimum of 3 years relevant experience in Occupational Health and Safety and related field. Valid driver's license except for people with disabilities. Knowledge and skills: Knowledge of Employee Health and Wellness Strategic Framework. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and its regulations. Understanding and application of Hazard Identification and Risk Assessment (HIRA). Knowledge of Incident Cause Analysis Method (ICAM). Root Cause Analysis Technique (RCAT) for accident investigations. First Aid Training. International Organization for Standardizations (ISO) 45001 & 14001 awareness. Sound verbal and written communication skills. Health & Safety Management System implementation. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). |
| <b><u>DUTIES</u></b>        | : | Implement & monitor all safety processes. Participate in the internal risk assessment process. Conduct OHS inspections. Investigate accidents and incidents. Conduct internal audits according to organizational procedures & legislation. Maintain SHE RISK system. Emergency Preparedness and Response. Effective Contractor safety management. Coordinate and participate in SHE-related meetings and safety campaigns. Gather input/data for SHE reports & statistics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/137</u></b>   | : | <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Capricorn North District Ref No: LDOE 05/06/2026<br>Mogalakwena District Ref No: LDOE 06/06/2026<br>Vhembe West District Ref No: LDOE 07/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification in Finance / Accounting / Cost / Management Accounting / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment and related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Knowledge of Financial Administration. Functional Computer Literacy (MS Word, Excel, Power point, Outlook). Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping. |
| <b><u>DUTIES</u></b>        | : | Provide financial and accounting services. Monitor the management of revenue and debt services. Facilitate the management of the revenue and debt services. Generate reports on revenue and debt. Monitor systems and procedures on managing revenue and debt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/138</u></b>   | : | <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT &amp; REPORTING (X4 POSTS)</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                             | : | Capricorn North District Ref No: LDOE 08/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                             | : | Capricorn South District Ref No: LDOE 09/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                             | : | Mogalakwena District Ref No: LDOE 10/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                             | : | Vhembe East District Ref No: LDOE 11/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA Qualification/s in Accounting / Cost / Management Accounting / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping.                                                                                                    |
| <b><u>DUTIES</u></b>        | : | Develop financial management policies processes and procedures. Provision of support and advise programme and responsibility managers with regard to allocation, additional re- allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile financial statement for Annual reporting. Provide support for the budget preparation process.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/139</u></b>   | : | <b><u>SENIOR STATE ACCOUNTANT: SALARIES AND WAGES REF NO: LDOE 12/06/2026</u></b><br>Directorate: Salaries and Expenditure Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                             | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. Qualification in Accounting /Cost / Management Accounting / Internal Auditing / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Functional computer literacy: MS word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping.                                  |
| <b><u>DUTIES</u></b>        | : | Administer payroll management services. Maintain filing storage of payroll reports and handle queries related payroll. Administer the reconciliation of tax matters on a monthly basis. Monitor the payment of transfers and subsidies. Monitor, investigate and clear salary administration suspense account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/140</u></b>  | : | <b><u>SENIOR STATE ACCOUNTANT: NORMS &amp; STANDARDS REF NO: LDOE 13/06/2026</u></b><br>Directorate: Norms & Standards for School Funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification as recognized by SAQA A qualification in Accounting / Cost / Management Accounting / Internal Auditing / Finance Management will be an added advantage. Minimum of 3 years relevant experience in Financial / Accounting environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Analytical, report writing, and financial management skills. Communication (verbal and written) and problem-solving skills. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.                                                |
| <b><u>DUTIES</u></b>       | : | Administer school funding norms for public and special schools Monitor the compliance of usage of allocated subsidies in line with legislative frameworks. Monitor the submission of audited financial statements. Evaluate and analyses the annual financial statements for schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/141</u></b>  | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification as recognized by SAQA A qualification in Archives and Records Management / Information Science / Public Management or any related fields will be an added advantage. Minimum of 3 years relevant experience in Records Management or related field. A valid driver's license except for people with disabilities. Knowledge and skills. Essential skills will include the following: knowledge of filing systems (manual and computerised), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.                                                                    |
| <b><u>DUTIES</u></b>       | : | Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records. Monitor and maintain personnel files. Provide and maintain internal records management services. Monitor and attend to clients and register hand delivered mail/files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/142</u></b>  | : | <b><u>SENIOR LABOUR RELATION OFFICER (X4 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Waterberg District Ref No: LDOE 15/06/2026<br>Vhembe East District Ref No: LDOE 16/06/2026<br>Capricorn South District Ref No: LDOE 17/06/2026<br>Sekhukhune South District Ref No: LDOE 18/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 or 7 qualification as recognised by SAQA A qualification/s in Human Resource Management, Labour Relations and other related qualifications will be an added advantage. Minimum of 3 years relevant experience in Labour Relations or related. A valid driver's license except for people with disabilities Knowledge and skills: Sound knowledge of Labour Relations statutes. Skills: Investigations and negotiations. Administrative. Planning and organising. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client-oriented. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. |

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| <b><u>DUTIES</u></b>        | : | Promotion of sound labour relations environment. Investigate and assist in the resolution of individual and collective complaints and grievances. Investigate, initiate and/or preside over misconduct cases. Co-ordinate disciplinary hearing. Represent the Department at conciliation and arbitration and facilitates the implementation of settlement agreements and arbitration awards. Provide support for compliance with legislative framework relating to grievances and disputes. Compile reports/submissions in respect of grievances dispute, advice on industrial action matters.                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/143</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT &amp; DEVELOPMENT SYSTEM (X2 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Vhembe East District Ref No: LDOE 19/06/2026<br>Sekhukhune South District Ref No: LDOE 20/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA.A qualification/s in Human Resource Management / Development / Public Management / Public Administration / Management of Training will be an added advantage. Minimum of 3 years relevant experience in Performance Management and Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge: Human Resource Management. Basic conditions of Employment. Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Performance Management Development System (PMDS). Time Management skills. Presentation skills. Planning and Organizing skills. Communication skills. Computer Literate (i.e. MS Word, Excel and / or PowerPoint). Project Management. |
| <b><u>DUTIES</u></b>        | : | Provide administrative support and ensure correct implementation of the Performance Management and Development System (PMDS). Administer and maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/144</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT (X5 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Head Office Ref No: LDOE 21/06/2026<br>Sekhukhune South District Ref No: LDOE 22/06/2026<br>Vhembe East District Ref No: LDOE 23/06/2026<br>Waterberg District Ref No: LDOE 24/06/2026<br>Mopani East District Ref No: LDOE 25/06/2026<br>Sekhukhune East District Ref No: LDOE 26/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA.A qualification/s in Human Resource Management / Development / Public Management / Public Administration / Management of Training will be an added advantage. Minimum of 3 years relevant experience in Human Resource Development / Training and Development Services or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge: Departmental policies and procedures, Batho Pele Principles, Good Governance Word, Excel and PowerPoint. Skills: Computer Literacy, Analytical, Communication, Interpersonal Relations, Innovative, Planning and organizing.                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>        | : | Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with HRM&D policies and procedures. Coordinates and assist with learnership and internship programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b><u>POST 28/145</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (X2 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Sekhukhune South District Ref No: LDOE 27/06/2026<br>Head Office Ref No: LDOE 28/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA A qualification/s in Financial / Risk Management / Security Management will be an added advantage. Grade-B PSIRA certificate will be an added advantage. Minimum of 3 years relevant experience in Security & Facilities Management or related field. A valid driver's license except for people with disabilities Knowledge and skills: Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act (OHS). The applicant must be willing to undergo the process of security vetting.                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>        | : | Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorization of equipment, documents and stores into or out of the building or premises. Monitor and provide support in case of emergencies. Render administrative and related functions. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incident to investigating officers. Report faulty equipment/systems. Administer all control room operations to safe - guard the department's assets. Review of footages upon request through proper procedure. Update all register for the incidents observed. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/146</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: PURCHASES AND STORES (X3 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Vhembe West District Ref No: LDoE 29/06/2026<br>Sekhukhune South District Ref No: LDoE 30/06/2026<br>Mogalakwena District Ref No: LDoE 31/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA.A qualification/s in Accounting / Supply Chain Management / Logistics or relevant qualification will be an added advantage. Minimum of 3 years relevant experience in the Supply Chain Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge of PFMA, Treasury Regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping.                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>        | : | Render purchases and prepare purchase orders. Obtain quotations from suppliers, compare prices and recommend suppliers. Maintain record of incoming and outcoming materials. Monitor stock levels, conduct periodic physical verifications and report discrepancies. Prepare monthly reports on purchases, stock consumption and balances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/147</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: ASSETS &amp; FLEET MANAGEMENT (X5 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Head Office Ref No: LDoE 32/06/2026<br>Vhembe West District Ref No: LDoE 33/06/2026<br>Mopani West District Ref No: LDoE 34/06/2026<br>Sekhukhune South District Ref No: LDoE 35/06/2026<br>Mopani West District Ref No: LDoE 36/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>REQUIREMENTS</u></b> | : | NQF Level 6 qualification as recognised by SAQA. A qualification/s in Transport / Fleet / Assets Management will be an added advantage. Minimum of 3 years relevant experience in Assets and Fleet Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge and understanding of Policy framework regulating Government owned and subsidized vehicles. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organising, Coordination and Facilitation Skills.                 |
| <b><u>DUTIES</u></b>       | : | Provision of Assets management services. Provision of Assets disposal management services. Provision of fleet management services. Implement Assets and Fleet management policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/148</u></b>  | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT REF NO: LDOE 37/06/2026</u></b><br>Directorate: Knowledge & Information Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification as recognised by SAQA. Qualification in Information Studies / Public Management / Administration will be an added advantage. Minimum of 3 years relevant experience in Information Studies or related field. Valid driver's license (with exception of people with disabilities) Knowledge and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Presentation Skills. Change Management skills. Communication skills. Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management. |
| <b><u>DUTIES</u></b>       | : | Administer information management programmes. Facilitate the implementation and practices of Knowledge and Information Management. Facilitate effective Information Management processes, practices and platforms to improve access to knowledge & information. Foster/promote and stimulate innovation. Provide administrative support services.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/149</u></b>  | : | <b><u>SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE (X2 POSTS)</u></b><br>Directorate: HR Admin. Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Head Office Ref No: LDOE 38/06/2026<br>Capricorn North District Ref No: LDOE 39/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification as recognised by SAQA. A qualification/s in Human Resource Management/ Public Management/ Public Administration will be an added advantage. Certificate/Proof of Introductory PERSAL. Minimum of 3 years relevant experience in HRM/Public Management environment or related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Problem-solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).                                                                           |
| <b><u>DUTIES</u></b>       | : | Monitor the conditions of service for Employment of Educators and Public Service staff. Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.) Monitor the termination of staff Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Compile monthly statistical reports and management reports.                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 28/150</u></b>   | : | <b><u>CHIEF NETWORK CONTROLLER (X7 POSTS)</u></b><br>Directorate: Information Communication Technology Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Capricorn South District Ref No: LDoE 40/06/2026<br>Mopani West District Ref No: LDoE 41/06/2026<br>Mopani East District Ref No: LDoE 42/06/2026 (X2 Posts)<br>Sekhukhune South District Ref No: LDoE 43/06/2026<br>Vhembe West District Ref No: LDoE 44/06/2026<br>Waterberg District Ref No: LDoE 45/06/2026                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. Qualification/s in Information Technology, Computer Sciences, Telecommunication Engineering / Electronic Engineering will be an added advantage. Minimum of 3 years relevant experience in Information Technology / Computer Sciences or related field. A valid driver's license except for people with disabilities: Knowledge of network design, network security and troubleshooting. Knowledge of network protocols and Technologies (TCP/IP, DNS and OSPF and BGP). Knowledge of LAN/WAN Technologies.                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>        | : | Supervise and coordinate all network and communication system operations. Monitor network performance and security using advance tools. Ensure reliable connectivity across all departmental sites (LAN/WAN/WIFI). Oversee backup, data recovery and all recovery procedures. Maintain ICT documentation. Ensure compliances with ITC security standard and data protection policies.                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/151</u></b>   | : | <b><u>SENIOR ADMIN OFFICER: RECORDS MANAGEMENT (X2 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Sekhukhune South District Ref No: LDoE 46/06/2026<br>Vhembe East district Ref No: LDoE 47/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Management / Public Administration will be an added advantage. Minimum of 3 years' relevant experience in HRM / Public Management environment or related field. A valid driver's license except for people with disabilities Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies. Computer Literacy (MS Office Packages). Ability to compile report. Strong communication skills, (written and verbal), Good interpersonal skills, Planning and organizational skills. Good record keeping skills. |
| <b><u>DUTIES</u></b>        | : | Co-ordinate the creation, maintenance, usage, scanning, replenishing and disposal of records. Co-ordinate and maintain personnel files Co-ordinate and maintain internal records management services. Co-ordinate and attend to clients and register hand delivered mail/files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/152</u></b>   | : | <b><u>SENIOR ADMIN OFFICER: EXAMINATIONS &amp; ASSESSMENT (X4 POSTS)</u></b><br>Directorate: Examination and Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum<br>Sekhukhune East District Ref No: LDoE 48/06/2026<br>Sekhukhune South District Ref No: LDoE 49/06/2026<br>Vhembe East District Ref No: LDoE 50/06/2026<br>Head Office Ref No: LDoE 51/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. A qualification/s in ICT and related qualification will be an added advantage. Minimum of 3 years relevant experience in the Examinations environment or related field. A valid driver's license except for people with disabilities Knowledge & Skills: Knowledge and understanding of the Curriculum, Examinations and Assessment policies and implementation, educational management, governance and service delivery, legislative environment, regulations, frameworks and instructions. Excellent communication and interpersonal skills. Analytical, planning and organisational                                                                                                        |

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|                             |   | skills. Functional computer literacy (MS Word, Excel, PowerPoint and MS Outlook).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>        | : | Provide support for the security printing, packing, distribute and safekeeping of question papers, assessment instruments and examination materials. Administer the examination and assessment logistical, auxiliary and payment of examinations administration services. Administer the conduct of examination and assessment. Provide marking administration support.                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/153</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: SPECIAL PROJECTS (NATIONAL SCHOOL NUTRITION PROGRAMMES (NSNP), SCHOLAR TRANSPORT AND EXPANDED PUBLIC WORKS PROGRAMMES (EPWP) (X3 POSTS)</u></b><br>Directorate: Learner Social Support Programmes                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | Capricorn North District Ref No: LDoE 52/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                             | : | Vhembe East District Ref No: LDoE 53/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                             | : | Waterberg District Ref No: LDoE 54/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification/s in Transport / Economics / Logistics / Fleet Management / Business Management / Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Transport, Economics, Logistics and Fleet Management or related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Knowledge of clerical duties and practice. Ability to capture data, operate a computer and collect statistics.                                                                                   |
| <b><u>DUTIES</u></b>        | : | Co-ordinate the National School Nutrition Programmes (NSNP) and scholar transport. Co-ordinate the Expanded Public Works Programmes (EPWP). Co-ordinate the Scholar Transport. Monitor the contractual management and obligations NSNP, Scholar Transport and EPWP.                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/154</u></b>   | : | <b><u>STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (X3 POSTS)</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | Vhembe West District Ref No: LDOE 55/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                             | : | Capricorn North District Ref No: LDOE 56/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                             | : | Sekhukhune East District Ref No: LDOE 57/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification/s in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). |
| <b><u>DUTIES</u></b>        | : | Provide financial administration services for the District and Circuits. Implement financial administration and accounting policies and processes. Verify documents and processes for payment.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/155</u></b>   | : | <b><u>STATE ACCOUNTANT: FINANCIAL MANAGEMENT &amp; REPORTING (X2 POSTS)</u></b><br>Directorate: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | Mopani West District Ref No: LDOE 58/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                             | : | Vhembe West District Ref No: LDoE 59/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the financial relevant                                                                                                                                                  |

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| <b><u>DUTIES</u></b>                     | : | legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook).                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Provide support for financial planning and budgeting services Implement financial planning and budgeting policies and processes'-ordinate reporting on expenditure trends.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/156</u></b>                | : | <b><u>STATE ACCOUNTANT: NORMS AND STANDARDS: SCHOOL FUNDING REF NO: LDOE 60/06/2026</u></b><br>Directorate: Norms & Standards for School Funding                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 001 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). |
| <b><u>DUTIES</u></b>                     | : | Co-ordinate school funding norms for public ordinary schools. Co-ordinate compliance of the usage of allocated subsidies. Provide support to the analysis of financial statements for schools. Co-ordinate compliance to legal requirements and prescripts.                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/157</u></b>                | : | <b><u>SOCIAL WORKER (X29 POSTS)</u></b><br>Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE</u></b>              | : | R338 208 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Yingisani School for the Deaf Mopani West District Ref No: LDoE 340/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Letaba Special School: Mopani West District Ref No: LDoE 341/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Rivoni School for the Blind: Vhembe West District Ref No: LDoE 342/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                          | : | <b>Tshilwavhusiku Razwimisani Special School:</b><br>Vhembe West District Ref No: LDoE 343/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | : | Grace and Love Special School Vhembe East District Ref No: LDoE 344/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Mhinga Special School: Vhembe East District Ref No: LDoE 345/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Fulufhelo Special School: Vhembe East District Ref No: LDoE 346/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Rethuseng Special School: Capricorn North District Ref No: LDoE 347/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Ratanang Special School: Capricorn North District Ref No: LDoE 348/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                          | : | <b>Grace and Hope Special School Capricorn</b><br>South District Ref No: LDoE 349/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                          | : | <b>Benedict and Hope Special School Capricorn</b><br>South District Ref No: LDoE 350/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | New Horizon Special School Capricorn South District Ref No: LDoE 351/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | Mahlasedi Special School: Capricorn South District Ref No: LDoE 352/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Setotolwane LSEN School: Capricorn South District Ref No: LDoE 353/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Lebone Special School: Mogalakwena District Ref No: LDoE 354/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                          | : | Nthabiseng Special School: Mopani East District Ref No: LDoE 355/06/2026 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Pfunanani Special School: Mopani East District Ref No: DoE 356/06/2026 (X1 Post)

Ramokgwakgwa Special School Mopani East District Ref No: LDoE 357/06/2026 (X1 Post)

**Bosele School for the Blind Sekhukhune:**

South District Ref No: LDoE 358/06/2026 (X1 Post)

**Asiphumelele Special School Sekhukhune:**

South District Ref No: LDoE 359/06/2026 (X1 Post)

Ipelegeng Special School Sekhukhune South District Ref No: LDoE 360/06/2026 (X1 Post)

Rehlahleng Special School: Sekhukhune East District Ref No: LDoE 361/06/2026 (X1 Post)

Jane Furse Special School: Sekhukhune East District Ref No: LDoE 362/06/2026 (X1 Post)

Thusanang Special School: Waterberg District Ref No: LDoE 363/06/2026 (X1 Post)

Susan Strydom Special School Waterberg District Ref No: LDoE 364/06/2026 (X1 Post)

Sedibeng Special School: Waterberg District Ref No: LDoE 365/06/2026 (X1 Post)

Yingisani School for the Deaf Mopani West District Ref No: LDoE 366/06/2026 (X1 Post)

Letaba Special School: Mopani West District Ref No: LDoE 367/06/2026 (X1 Post)

Rivoni School for the Blind: Vhembe West District Ref No: LDoE 368/06/2026 (X1 Post)

**REQUIREMENTS** : An NQF level 7 qualification in Social Work as recognized by SAQA. Valid and active Registration with the South African Council of Social Service Professions (SACSSP). Relevant experience as a Social Worker. Experience in working with learners with special educational needs is an added advantage. Competencies, Knowledge and Skills: Study, interpret, apply and give information on legislation and policies. Perform all statutory functions and attend court proceedings. Produce and maintain records and reports. Liaise with relevant role players. Compile and implement the social work policy of the school. Knowledge of social welfare legislations. Counselling and case management skills. Crisis intervention skills. Communication and interpersonal skills.

**DUTIES** : Conduct assessments. identify the conditions of the learners and provide counselling. Recommend relevant and appropriate interventions. Provide referrals where necessary. Implement the recommended interventions and provide continuous support to individuals. groups. families and communities. Monitor the effectiveness and progress of interventions. Provide psychosocial support. Support child protection initiatives. Participate in multidisciplinary teams.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/158** : **ADMINISTRATIVE OFFICER: PURCHASES AND STORES (X4 POSTS)**  
Directorate: Acquisition, Purchases & Stores

**SALARY CENTRE** : R338 106 per annum  
Vhembe East District Ref No: LDoE 61/06/2026  
Capricorn North District Ref No: LDoE 62/06/2026  
Sekhukhune East District Ref No: LDoE 63/06/2026  
Mopani East District Ref No: LDoE 64/06/2026

**REQUIREMENTS** : NQF level 6 qualification as recognised by SAQA. A qualification/s in Financial Management/SCM /Procurement Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in SCM environment or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem Solving and analysis. Programmed & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook Functional Computer Literacy - MS Word. MS Excel, MS PowerPoint and MS Outlook.

**DUTIES** : Handle requisitions and orders. Prepare invoices for payment. Co-ordinate the management of stores.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/159** : **PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT SERVICES (X5 POSTS)**  
Directorate: Acquisition, Purchases & Stores

**SALARY CENTRE** : R338 106 per annum  
Capricorn North District Ref No: LDoE 65/06/2026  
Sekhukhune East District Ref No: LDoE 66/06/2026  
Mogalakwena District Ref No: LDoE 67/06/2026  
Vhembe West District, Ref No: LDoE 68/06/2026  
Mopani East District Ref No: LDoE 69/06/2026

**REQUIREMENTS** : NQF level 7 qualification in LLB/B. Proc as recognized by SAQA. A minimum of 5 years' appropriate post qualification legal experience. Valid driver's license except for people with disabilities. Competencies. Knowledge and Skills: In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures. Candidate must be computer literate. innovative and competent. They must have good communication and 241 drafting skills. analytical and researching skills. presentation and reporting skills. leadership skills. ability to work in a team and under extensive pressure. problem-solving and have sound organising and planning skills. Functional Computer Literacy - MS Word. MS Excel, MS PowerPoint and MS Outlook.

**DUTIES** : Manage the provision of effective and efficient legal services to the department. Provide administration support. reporting and developmental support of junior employees or interns in the legal services unit.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/160** : **PERSONNEL PRACTITIONER: ESTABLISHMENT CONTROL AND HUMAN RESOURCE SYSTEMS REF NO: LDOE 70/06/2026 (X2 POSTS)**  
Directorate: Establishment Control & HR Systems

**SALARY CENTRE** : R338 106 per annum  
Head Office, Polokwane  
**REQUIREMENTS** : NQF level 6 qualification as recognized by SAQA. A qualification in Human Resource Management / Development / Public Management / Public Administration will be an added advantage. Certificate/Proof of Introductory PERSAL. Minimum of 01 - 02 years' relevant experience in HRM environment or related field. A valid driver's license except for people with disabilities Knowledge and skills: Strong computer literacy, specifically in MS Excel and HR Information Systems. Knowledge and understanding of relevant HR related policies and legislative frameworks. Effective written and verbal communication for interacting with stakeholders.

**DUTIES** : Monitor and control the establishment of Employment of Educators' Act and Public Service Act staff. Monitor PERSAL transactions related to appointments, promotion and terminations. Provision of PERSAL reports on HR information. Manage queries related to PERSAL.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/161** : **CHIEF REGISTRY CLERK (X9 POSTS)**  
Directorate: Records Management

**SALARY CENTRE** : R338 106 per annum  
Head Office Ref No: LDoE 71/06/2026 (4 Posts)  
Sekhukhune East District Ref No: LDoE 72/06/2026  
Sekhukhune South District Ref No: LDoE 73/06/2026  
Waterberg District Ref No: LDoE 74/06/2026  
Capricorn North District Ref No: LDoE 75/06/2026  
Vhembe East District Ref No: LDoE 76/06/2026

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| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification in Human Resource Management / Development / Public Management / Public Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Ability to compile report. Strong communication skills (written and verbal), Good interpersonal skills, planning, and organisational skills. Good record keeping skills. |
| <b><u>DUTIES</u></b>        | : | Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records. Monitor and maintain personnel files Provide and maintain internal records management services. Monitor and attend to clients and register hand delivered mail/files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/162</u></b>   | : | <b><u>PERSONNEL PRACTITIONER: HUMAN RESOURCE CONDITIONS OF SERVICE (X5 POSTS)</u></b><br>Directorate: Human Resource Management, Conditions of Service/Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Head Office Ref No: LDOE 77/06/2026 (X3 Posts)<br>Capricorn North District Ref No: LDOE 78/06/2026<br>Vhembe East District Ref No: LDOE 79/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Administration / Public Management will be an added advantage. Certificate PERSAL. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).                                                                                          |
| <b><u>DUTIES</u></b>        | : | Monitor the conditions of service for Employment of Educators and Public Service staff. Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.) Monitor the termination of staff Update of resignation transactions on electronic database for tracking and the personnel file. Approve / Disapprove conditions of service transactions on PERSAL. Compile monthly statistical reports and management reports.                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/163</u></b>   | : | <b><u>PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (X7 POSTS)</u></b><br>Directorate: Corporate Management / Human Resource Management, Provisioning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Vhembe East District Ref No: LDOE 80/06/2026<br>Sekhukhune East District Ref No: LDOE 81/06/2026<br>Capricorn North District Ref No: LDOE 82/06/2026<br>Head Office Ref No: LDOE 83/06/2026 (X4 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Administration / Public Management will be an added advantage. Certificate PERSAL. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).                                                                                          |

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| <b><u>DUTIES</u></b>        | : | Provide for provisioning of Human Resource provisioning. Monitor the provisioning of personnel for the Employment of Educators and Public Service Acts Staff. Monitor the recruitment of both the Employment of Educators and Public Service Acts staff. Monitor the transfers of Employment of Educators and Public Service Acts Staff. Monitor the secondment of Employment of Educators and Public Service Acts Staff. Processing grade progression and translation in ranks for Employment of Educators and Public Service Acts Staff.                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/164</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: LEARNING AND TEACHING SUPPORT MATERIALS &amp; LIBRARY SERVICES (X2 POSTS)</u></b><br>Directorate: Learning and Teaching Support Materials & Library Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Capricorn North District Ref No: LDoE 84/06/2026<br>Vhembe East District Ref No: LDoE 85/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification/s in Financial Management / Internal Auditing / Cost Management / Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the financial legislative frameworks. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping. Good analytical skills.                                                                           |
| <b><u>DUTIES</u></b>        | : | Monitor LTSM requisitions from schools. Capture requisitions from schools. Monitor retrieval of LTSM by schools. Monitor retention of LTSM by schools. Co-ordinate education library services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/165</u></b>   | : | <b><u>PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT SYSTEM (X17 POSTS)</u></b><br>Directorate: Performance Management System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Capricorn South District Ref No: LDoE 86/06/2026<br>Mopani West District Ref No: LDoE 87/06/2026<br>Mopani East District Ref No: LDoE 88/06/2026 (X3 Posts)<br>Sekhukhune East District Ref No: LDoE 89/06/2026<br>Waterberg District Ref No: LDoE 90/06/2026 (X2 Posts)<br>Vhembe West District Ref No: LDoE 91/06/2026 (X3 Posts)<br>Vhembe East District Ref No: LDoE 92/06/2026 (X3 Posts)<br>Sekhukhune South District Ref No: LDoE 93/06/2026 (X3 Posts)                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualifications as recognised by SAQA. A qualification in Human Resource Management / Development / Public Administration / Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping. |
| <b><u>DUTIES</u></b>        | : | Co-ordinate the implementation of the Performance Management System (PMS). Administer and maintain the PMS database. Monitor the performance assessment and payment of incentives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 28/166</u></b>   | : | <b><u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (X14 POSTS)</u></b><br>Directorate: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Capricorn South District Ref No: LDoE 94/06/2026<br>Capricorn North District Ref No: LDoE 95/06/2026<br>Mopani East District Ref No: LDoE 96/06/2026 (X2 Posts)<br>Mopani West District Ref No: LDoE 97/06/2026 (X2 Posts)<br>Vhembe West Ref No: LDoE 98/06/2026 (X2 Posts)<br>Waterberg Ref No: LDoE 99/06/2026 (X2 Posts)<br>Vhembe East Ref No: LDoE 100/06/2026 (X2 Posts)<br>Sekhukhune South District Ref No: LDoE 101/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualifications as recognised by SAQA. A qualification in Human Resource Management / Development / Public Administration/Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record-keeping skills. |
| <b><u>DUTIES</u></b>        | : | Monitor the management and implementation of skills development. Facilitate training development processes and programmers. Assist in conducting skills auditing and reporting. Provide support in the development of Workplace Skills Plan (WSP). Co-ordinate learnerships and internship programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/167</u></b>   | : | <b><u>EMPLOYEE HEALTH &amp; WELLNESS PRACTITIONER (X10 POSTS)</u></b><br>Directorate: Labour Relations & Wellness Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Mopani East District Ref No: LDoE 102/06/2026 (X2 Posts)<br>Capricorn South District Ref No: LDoE 103/06/2026 (X2 Posts)<br>Vhembe East District Ref No: LDoE 104/06/2026 (X2 Posts)<br>Vhembe West District Ref No: LDoE 105/06/2026 (X2 Posts)<br>Sekhukhune East District Ref No: LDoE 106/06/2026 (X2 Posts)<br>Waterberg District Ref No: LDoE 107/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 7 qualification in Social Work / Psychology as recognised by SAQA. A qualification / Course in EAP or HIV will be an added advantage. Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field. Registration with a professional body, the South African Council for Social Service Profession (SACSSP) or Health Professions Council of South Africa (HPCSA). A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge of EHW Strategic Framework. Knowledge of National Strategic Plan on HIV, STIs & TB. Project Management skills. Presentation skills. Reporting, negotiation. Ability to maintain confidentiality. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).                |
| <b><u>DUTIES</u></b>        | : | Provide HIV counselling & peer support services. Implement the HIV, STIs & TB programs. Monitor & evaluate internal and external stakeholders. Implement Wellness Management programs. Provide psychosocial support (individual & group) to employees & their immediate families. Provide trauma debriefing and coordinate grief or crisis management following emergencies. Coordinate and facilitate information sessions, workshops, events and health campaigns (on stress, HIV/AIDS, mental health etc) to educate employees. Promote physical wellness & sports initiatives and advocate good nutrition. Compile district monthly, quarterly & annual reports.                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b><u>POST 28/168</u></b>   | : | <b><u>LABOUR RELATION OFFICER (X6 POSTS)</u></b><br>Directorate: Labour Relations & Wellness Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Mopani East District Ref No: LDoE 108/06/2026 (X2 Posts)<br>Vhembe East District Ref No: LDoE 109/06/2026 (X2 Posts)<br>Vhembe West District Ref No: LDoE 110/06/2026 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognized by SAQA. A qualification in Labour Relations / Labour Law / Human Resource Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Frameworks. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Good interpersonal skills. Planning and organizational skills. Good record keeping skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>        | : | Investigate misconduct cases. Handle individual and collective complaints, grievances and disputes. Monitor disciplinary hearings. Provide support on the interpretation and implementation of various Labour Relations frameworks. Compile reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/169</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT SERVICES (X4 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Mopani West District Ref No: LDoE 111/06/2026<br>Sekhukhune East District Ref No: LDoE 112/06/2026<br>Vhembe East District Ref No: LDoE 113/06/2026<br>Vhembe West District Ref No: LDOE 114/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM. NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management/ Auditing/ Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills. active frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills. |
| <b><u>DUTIES</u></b>        | : | Monitor and implement asset management policy and procedures. Maintenance asset register. Tracking asset movement & location. Conducting regular audits. Updating asset record and databases. Preparing reports on asset performance and status's-ordinate asset disposal management services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 28/170</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: FLEET MANAGEMENT SERVICES (X5 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Head office Ref No: LDOE 115/06/2026<br>Vhembe East District Ref No: LDOE 116/06/2026<br>Vhembe West District Ref No: LDOE 117/06/2026<br>Mogalakwena District Ref No: LDOE 118/06/2026<br>Sekhukhune East District Ref No: LDOE 119/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills. |
| <b><u>DUTIES</u></b>        | : | Provide administrative support services relating to transport/fleet management services. Monitor log sheets, fuel allowances reports, fleet insurances. Monitor vehicle maintenance and compliance services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/171</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER, EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) (X5 POSTS)</u></b><br>Directorate: EMIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Capricorn South Ref No: LDOE 120/06/2026<br>Sekhukhune East Ref No: LDOE 121/06/2026<br>Sekhukhune South Ref No: LDOE 122/06/2026<br>Vhembe East Ref No: LDOE 123/06/2026<br>Mopani West Ref No: LDOE 124/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | NQF Level 6 qualification as recognised by SAQA. A qualification in Information Technology / Information System / Computer Sciences / Statistics will be an added advantage. Minimum of 01 - 02 years' relevant experience in Education Management Information System (EMIS) environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge of Data Management and IT. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills.                                                                                    |
| <b><u>DUTIES</u></b>        | : | Monitor and implement Education Management Information System (EMIS) services. Implement data quality audits. Implement policy on data management. Manage the learner unit record information and tracking system. Prepare statistical reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>     | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/172</u></b>   | : | <b><u>ADMINISTRATION OFFICER: DISTRICT MANAGEMENT OFFICE REF NO: LDOE 125/06/2026</u></b><br>Directorate: Office of the District Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum<br>Mopani West District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b>  | : | NQF Level 6 qualification as recognised by SAQA. A qualification in Secretary / Management Assistant / Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in office management/administration or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                          |   | communication skills (written and verbal), Good interpersonal skills, problem-solving skills, Planning and organisational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Keep and update District Director's diary daily. Provide secretarial/receptionist support services to the District Director. Records the engagements of the District Director. Ensure the effective flow of information and documents to and from the Office of the District Director. Arrange appointments for the District Director, taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc. Handle classified documents. Manage general office duties. Provide hospitality services to guest and visitor.                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/173</u></b>                | : | <b><u>ADMINISTRATION OFFICER: SPECIAL PROJECTS (X3 POSTS)</u></b><br>Directorate: Learner Social Support Programmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY CENTRE</u></b>              | : | R338 106 per annum<br>Capricorn North District Ref No: LDoE 126/06/2026<br>Vhembe East District Ref No: LDoE 127/06/2026<br>Waterberg District Ref No: LDoE 128/06/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>               | : | NQF Level 6 qualification as recognized by SAQA. A qualification in Secretary /Management Assistant/ Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in management/administration or related field. A valid driver's license except for people with disabilities. Knowledge & Skills: Knowledge and understanding of the relevant legislative frameworks. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management. |
| <b><u>DUTIES</u></b>                     | : | Monitor the provision of National School Nutrition Programme (NSNP). Monitor the provision of Scholar Transport. Monitor the provision of Expanded Public Works Programme (EPWP).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/174</u></b>                | : | <b><u>ICT GOVERNANCE OFFICER: IT INFRASTRUCTURE REF NO: LDOE 129/06/2026</u></b><br>Directorate: Information Technology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R338 106 per annum<br>Head Office, Polokwane<br>NQF Level 6 qualification as recognized by SAQA. A qualification/s in Information Technology will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Information Technology environment or related field. A valid driver's license except for people with disabilities. Knowledge and Skills: Knowledge and understanding of IT regulatory and legislative policies and frameworks. Change Management skills. Communication skills. Report writing skills. Accuracy. Team player. Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.                                                                                                   |
| <b><u>DUTIES</u></b>                     | : | Monitor, configure and maintain network services. Monitor IT procurement services. Monitor effective utilization and management of IT assets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/175</u></b>                | : | <b><u>PERSONAL ASSISTANT: CHIEF DIRECTOR</u></b><br>Directorate: Strategic Planning Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R338 106 per annum<br>Head Office, Polokwane<br>NQF Level 6 qualification as recognized by SAQA. A qualification/s in Secretary / Management Assistant / Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in office management / administration or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication                                                                                                                                                                                                                                                       |

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|                            |   | skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Keep and update Chief Director's diary on a daily basis. Provide a secretarial / receptionist support services to the Chief Director. Records the engagements of the Chief Director. Ensure the effective flow of information and documents to and from the Office of the Chief Director. Arrange appointments for the Chief Director, taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc. Handle classified documents. Manage general office duties. Provide hospitality services to guest and visitor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/176</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT</u></b><br>Directorate: Early Childhood Development (Conditional Grant)<br>(Contract 3 Years)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 6 qualification as recognized by SAQA. A qualification in the Construction / Facility Maintenance / Project Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Construction / Facility Maintenance / Project Management or related field. Knowledge and skills: Data capturing skills. Good communication skills and flexibility. Time management, planning and organization skills. Ability to function independently and as part of a team. Functional Computer literacy - Advanced computer skills in Microsoft Word, Excel and PowerPoint.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit. Capturing of information of project information on Infrastructure Reporting Model (IRM) and Education Facility Management System (EFMS).                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/177</u></b>  | : | <b><u>STATE ACCOUNTANT: ECD EXPENDITURE MANAGEMENT REF NO: LDOE 580/06/2026</u></b><br>Directorate: Early Childhood Development (Conditional Grant)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Capricorn North                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 6 qualification as recognized by SAQA. A qualification in Finance/Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Early Childhood Development or related field. Valid driver's license (with exception of people with disabilities license Knowledge and skills: Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply financial policies and prescripts. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Functional computer literacy (Microsoft Word, Excel and PowerPoint) |
| <b><u>DUTIES</u></b>       | : | Process financial transactions in accordance with ECD applicable legislation and policies. Ensure proper allocation and recording of expenditure and revenue. Monitor financial activities to ensure compliance with approved budgets. Assist with the preparation of annual and medium-term budgets. Monitor expenditure against budget allocations. Analyze variances and provide recommendations to management. Expenditure management: Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

reporting, expenditure projections and reports. Verify and process payments to ECD Centre's. Ensure that expenditure is authorized and supported by relevant documentation. Monitor commitments and prevent unauthorized, irregular, fruitless and wasteful expenditure. Prepare monthly, quarterly and annual financial reports. Compile management reports for decision-making purposes. Assist in the preparation of Annual Financial Statements (AFS). Provide financial information required by Auditors. Reconciliation of payment made to ECD Centre's. Ensuring payments to all funded ECD center's on time. Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment's documents received late for payments and make sure that appropriate preventative action is taken in respect thereof. Preparation of journals and reconciliation of all ECD centers paid quarterly. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. center's. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

**POST 28/178** : **DATA ADMINISTRATION: SUPPORT OFFICER REF NO: LDOE 581/06/2026**  
Directorate: Information Technology Services

**SALARY** : R338 106 per annum  
**CENTRE** : Vhembe East District  
**REQUIREMENTS** : NQF Level 6 qualification as recognized by SAQA. A qualification in Information Technology will be an added advantage. Minimum of 01 - 02 years' relevant experience in IT or related field. Valid driver's license (with exception of people with disabilities license Knowledge and skills: Strong functional computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers.

**DUTIES** : Provide first-line support to district officials and ECD center's on cares usage, data capture, and troubleshooting. Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions. Escalate unresolved technical issues to provincial or national support structures where required. Support continuous improvement of training approaches based on user feedback and district user needs. Promote a culture of data use, learning, and accountability within district ECD structures. Provide data management and maintenance support to district users Manage Provincial ECD database for accessing and funded ECD Centre's Responsible for cleaning ECD enrolled children Means of verifications Experience supporting system rollouts, training, or user support (preferably in education or ECD). Demonstrated computer literacy and confidence working with digital systems. Willingness to travel within the district and work directly with users on-site.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

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| <b><u>POST 28/179</u></b>   | : | <b><u>PROFESSIONAL NURSE (X31 POSTS)</u></b>                                                        |
|                             |   | Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools) |
| <b><u>SALARY CENTRE</u></b> | : | R337 359 per annum                                                                                  |
|                             | : | Asiphumelele Special School: Sekhukhune: South District Ref No: LDoE 309/06/2026 (X1 Post)          |
|                             |   | Pfunanani Special School: Mopani East District Ref No: LDoE 310/06/2026 (X1 Post)                   |
|                             |   | Ramokgwakgwa Special School: Mopani East District Ref No: LDoE 311/06/2026 (X1 Post)                |
|                             |   | Nthabiseng Special School: Mopani East District Ref No: LDoE 312/06/2026 (X1 Post)                  |
|                             |   | Yingisani Special School: Mopani West District Ref No: LDoE 313/06/2026 (X1 Post)                   |
|                             |   | Lebone Special School: Mogalakwena District Ref No: LDoE 314/06/2026 (X1 Post)                      |
|                             |   | Letaba Special School: Mopani West District Ref No: LDoE 315/06/2026 (X1 Post)                      |
|                             |   | Rivoni School for the Blind: Vhembe West District Ref No: LDoE 316/06/2026 (X1 Post)                |
|                             |   | Tshilwavirusiku Special School Vhembe West District Ref No: LDoE 317/06/2026 (X1 Post)              |
|                             |   | Tshilidzini Special School: Vhembe East District Ref No: LDoE 318/06/2026 (X1 Post)                 |
|                             |   | Fulufhelo Special School: Vhembe East District Ref No: LDoE 319/06/2026 (X1 Post)                   |
|                             |   | Ratanang Special School: Capricorn North District Ref No: LDoE 320/06/2026 (X1 Post)                |
|                             |   | Rethuseng Special School: Capricorn North District Ref No: LDoE 321/06/2026 (X1 Post)               |
|                             |   | Grace and Hope Special School Capricorn South District Ref No: LDoE 322/06/2026 (X2 Posts)          |
|                             |   | Grace and Love Special School Vhembe East District Ref No: LDoE 323/06/2026 (X1 Post)               |
|                             |   | Benedict and Hope Special School: Capricorn South District Ref No: LDoE 324/06/2026 (X1 Post)       |
|                             |   | Helene Frans Special School Capricorn North District Ref No: LDoE 325/06/2026 (X1 Post)             |
|                             |   | New Horizon Special School: Capricorn South District Ref No: LDoE 326/06/2026 (X1 Post)             |
|                             |   | Mhinga Special School: Vhembe East District Ref No: LDoE 327/06/2026 (X1 Post)                      |
|                             |   | Lebone Special School: Mogalakwena District Ref No: LDoE 328/06/2026 (X1 Post)                      |
|                             |   | Jane Furse Special School: Sekhukhune East District Ref No: LDoE 329/06/2026 (X1 Post)              |
|                             |   | Bosele School for the Blind Sekhukhune South District Ref No: LDoE 330/06/2026 (X1 Post)            |
|                             |   | Rehlahleng Special School: Sekhukhune East District Ref No: LDoE 331/06/2026 (X1 Post)              |
|                             |   | Susan Strydom Special School Waterberg District Ref No: LDoE 332/06/2026 (X1 Post)                  |
|                             |   | Sedibeng Special School Waterberg District Ref No: LDoE 333/06/2026 (X2 Posts)                      |
|                             |   | Setotolwane Special School Capricorn South District Ref No: LDoE 334/06/2026 (X1 Post)              |
|                             |   | Thusanang Special School Waterberg District Ref No: LDoE 335/06/2026 (X1 Post)                      |
|                             |   | Tsoga-o itirele Special School Capricorn South District Ref No: LDoE 336/06/2026 (X1 Post)          |
|                             |   | Phatlaphadima Special School Capricorn North District Ref No: LDoE 337/06/2026 (X1 Post)            |
|                             |   | Asiphumelele Special School Sekhukhune South District Ref No: LDoE 338/06/2026 (X1 Post)            |
|                             |   | Pfunanani Special School Mopani East District Ref No: LDoE 339/06/2026 (X1 Post)                    |

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| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 or 7 qualification in Nursing as recognized by SAQA. Valid and active registration with the South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration as a Professional Nurse. Relevant nursing experience. A valid driver's license with exception of people living with disability. Competencies, Knowledge and Skills: Knowledge of school health services. Communication and interpersonal skills. Record keeping and report writing. Ability to work with learners with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Provide functional and generic nursing competencies. Provide Health assessments for learners with special needs. Administer medication. support and monitor learners with chronic illnesses. Provide preventive care and promote good hygiene practices Conduct regular screenings to detect health problems in the early stages. Network and engage with stakeholders in the community. Update learner records. write referrals to other health practitioners and community health centers for intervention. remediation and follow up. Actively participate in the multidisciplinary support structures like being a member of the School Based Support Team (SBST). Promote health and wellness programmes.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/180</u></b>  | : | <b><u>LEGAL ADMINISTRATION OFFICER REF NO: LDOE 576/06/2026</u></b><br>Directorate: Information Technology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R262 968 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 7 qualification in LLB/B. Proc as recognized by SAQA. A minimum of 5 years' appropriate post qualification legal experience. Valid driver's license except for people with disabilities. Competencies. Knowledge and Skills: In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures. Candidate must be computer literate. I innovative and competent. They must have good communication and 241 drafting skills. analytical and researching skills. presentation and reporting skills. leadership skills. ability to work in a team and under extensive pressure. problem-solving and have sound organizing and planning skills. Functional Computer Literacy - MS Word. MS Excel, MS Power Point and MS Outlook. |
| <b><u>DUTIES</u></b>       | : | Manage the provision of effective and efficient legal services to the department. Provide administration support. reporting and developmental support of junior employees or interns in the legal services unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/181</u></b>  | : | <b><u>DRIVER/MESSENGER REF NO: LDOE 579/06/2026</u></b><br>Directorate: Inclusive Education and Special Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R201 093 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Valid Code 10 driver's licence with PDP. 3 years' bus driving experience will be an added advantage. Driver's competency test will be conducted before appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Responsible to transport learners in Special Schools to and from school by following designated routes and schedule. Follow traffic laws. Capable of communicating with learners, parents and school staff. Assist learners in safe loading and off - loading learners. Inform school's personnel and parents of incidents to maintain proper procedures. Performs pre - and post - trip inspection. Supervise learners during transit for the purpose of maintaining safety and following Departmental policies. Conduct safety and operational inspection of assigned vehicle daily. Reports needed mechanical repairs when necessary Performs periodical safety drills as required by law, completing necessary reports upon request. Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders. Purchase and loading: buying and loading equipment, groceries for the                                                                                                                     |

institution. Health support: Taking learners to clinic and hospitals. Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays. Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fuelled, clean, and well-maintained, and report any issues or arrange for necessary repairs. Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled. General Support: Assist with general office or clerical work, such as filing, photocopying, running errands, and loading and unloading items. Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

#### PROVINCIAL TREASURY

***The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.***



**APPLICATIONS** : Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. @ (015) 298 7000.

**CLOSING DATE** : 28 August 2026 @ 16H00. Late applications will not be considered.

**NOTE** : Limpopo Provincial Treasury is committed to enhancing youth employability and improving service delivery through integrated skills development. We therefore invite applications from suitability qualified graduates for Twenty (20) Opportunities for Occupational Certificate: Internal Audit for a period of Twenty-Four (24) months contract that exist in the Department. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). The new the Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: (i) South African applicants need not provide passport numbers (ii) If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. The Z83 form must be completed in the

manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant documents, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure of her/his financial interests, social media checks, verification checks and certification of claimed qualifications. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from the Department within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Failure to comply with the above requirements will result in the disqualification of the application. Limpopo Treasury is committed to enhancing youth employability and improving service delivery through integrated skills development by implementing Occupational Certificate: Internal Audit Learning Programme. Career aspiration to pursue the following professional qualifications, amongst others: IAM / CIA / CISA / CFE / CA SA / Data Analytics.

**CONDITIONS FOR OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT  
(24-month contract)**

**NOTE** : Applicants should be SA Citizens and residents of Limpopo. Candidates should not have participated on the programme before. Candidates will sign a 24-month contract with the department and attend knowledge module sessions facilitated by the Leadership Academy for Guardians of Guardians spread throughout the 24-month period. Candidates will be subjected to personnel suitability check. The advert will also be accessible on the following websites <https://erecruitment.limpopo.gov.za> / [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / and [www.dpsa.gov.za](http://www.dpsa.gov.za)

**OTHER POSTS**

**POST 28/182** : **OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT  
REF NO: LPT/IAT/1-11 (X11 POSTS)**  
Branch: Shared Internal Audit Services (SIAS)

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : NQF level 6 qualification in Auditing / Risk Management as recognized by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations.

**DUTIES** : Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.

**ENQUIRIES** : Ms Conny Kgadima @ 015 298 7012

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>POST 28/183</u></b>  | : | <b><u>OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT</u></b><br><b><u>REF NO: LPT/IAT/12-16 (X5 POSTS)</u></b><br>Branch: Shared Internal Audit Services (SIAS)                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification in Accounting / Financial Management as recognised by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations.       |
| <b><u>DUTIES</u></b>       | : | Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms Conny Kgadima @ 015 298 7012                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/184</u></b>  | : | <b><u>OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT</u></b><br><b><u>REF NO. LPT/IAT/17 – 20 (X4 POSTS)</u></b><br>Branch: Shared Internal Audit Services (SIAS)                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 6 qualification in Information Systems / AI assisted tools as recognized by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations. |
| <b><u>DUTIES</u></b>       | : | Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms Conny Kgadima @ 015 298 7012                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## ANNEXURE V

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

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| <b><u>APPLICATIONS</u></b> | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. |

**OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b><u>POST 28/185</u></b>  | : | <b><u>MEDICAL SPECIALIST GRADE 1 - 3: ANESTHESIOLOGY REF NO: MPDOH/AUG/26/1221</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 395 528 - R1 479 723 per annum<br>Grade 2: R1 592 274 - R1 688 553 per annum<br>Grade 3: R1 844 151 - R2 301 186 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Witbank Hospital (2) (Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management.<br><b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognised Foreign Professions and/or the HPCSA as a Medical Specialist (Anesthesiology) for foreign qualified employees. <b>Grade 2:</b> |

A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anesthesiology) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anesthesiology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : Supervising the management of and managing Anesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

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

**POST 28/186** : **MEDICAL OFFICER GRADE 3: GENERAL SURGERY REF NO: MPDOH/AUG/26/1223 (X2 POSTS)**

**SALARY** : R1 375 245 - R1 713 534 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and/or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The

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|                                          |   | ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                     | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/187</u></b>                | : | <b><u>MEDICAL OFFICER GRADE 1-3: NEURO SURGERY REF NO: MPDOH/AUG/26/1225</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 188 255 - R1 297 089 per annum<br>Witbank Hospital (Nkangala District)<br>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <b><u>DUTIES</u></b>                     | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/188</u></b>                | : | <b><u>MEDICAL OFFICER GRADE 1-3: SURGICAL WARD REF NO: MPDOH/AUG/26/1226</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>                     | : | Grade 1: R1 041 402 - R1 121 241 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                   | Grade 2: R1 188 255 - R1 297 089 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                   | Grade 3: R1 375 245 - R1 713 534 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE REQUIREMENTS</u></b> | <p>Bethal Hospital (Gert Sibande District)</p> <p>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics &amp; Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. <b>Grade 1:</b> No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. <b>Grade 2:</b> A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. <b>Grade 3:</b> A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.</p> |
| <b><u>DUTIES</u></b>              | <p>To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>           | <p>Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 28/189</u></b>         | <b><u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/AUG/26/1228 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | R1 041 402 - R1 121 241 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>              | Daggakraal CHC (Gert Sibande District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>        | <p>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

**POST 28/190** : **ASSISTANT MANAGER NURSING (PN-B4): CRITICAL CARE / TRAUMA & EMERGENCY CARE REF NO: MPDOH/AUG/26/1229**

**SALARY** : R785 568 - R898 215 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of ten (10) years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in Critical Care / Trauma & Emergency Care Nursing Science. At least three (3) of the period referred to above must be appropriate/recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

**DUTIES** : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

**POST 28/191** : **ULTRASOUND RADIOGRAPHER (SONOGRAPHER) GRADE 1 REF NO: MPDOH/AUG/26/1230**

**SALARY** : R510 906 – R581 892 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in either Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography (2026). Current registration with the HPCSA in either Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography (2026). Minimum of four (4) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Competencies (Knowledge/Skills): Ability to work independently and as part of a team. Ability to organize and complete examinations in a timely manner. Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology. Ability to perform high volume of ultrasound examinations to a high standard. Good communication and interpersonal skills. Knowledge of relevant public service regulations, Acts and policies.

**DUTIES** : Perform diagnostic ultrasound images examinations. Write reports in accordance with prescribe protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA, Legislation Equipment Maintenance and do monthly stats in ultrasound department. Partake and facilitate staff and student development. Participate in CPD as required by HPCSA. High level of responsibility. Complete appropriate documentation. Follow infection control and safety guidelines. Ensure proper care in the use of x-ray equipment and supplies. Perform general radiographic examinations, CT scan examinations, Fluoroscopy examinations, and Theatre and ward radiographic examinations. Render after-hour radiology services.

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

**POST 28/192** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/AUG/26/1232 (X2 POSTS)**

**SALARY** : R495 423 – R581 931 per annum  
**CENTRE** : Witbank Hospital Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/193</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/AUG/26/1233</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R495 423 – R581 931 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Witbank Hospital Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 28/194</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE / TRAUMA &amp; EMERGENCY CARE REF NO: MPDOH/AUG/26/1224</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R495 423 – R581 931 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Witbank Hospital Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Critical Care / Trauma & Emergency Care Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Critical Care / Trauma & Emergency Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**POST 28/195** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CHILD HEALTH CARE REF NO: MPDOH/AUG/26/1226 (X2 POSTS)**

**SALARY** : R495 423 – R581 931 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Critical Care Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Child Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**POST 28/196** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OCCUPATIONAL HEALTH REF NO: MPDOH/AUG/26/1227**

**SALARY** : R495 423 – R581 931 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Occupational Health Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

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| <b><u>DUTIES</u></b>                     | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Occupational Health Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 28/197</u></b>                | : | <b><u>RADIOGRAPHER GRADE 1 REF NO: MPDOH/AUG/26/1229 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 121 - R472 359 per annum<br>Witbank Hospital (Nkangala District)<br>Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.                                                                                        |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 28/198</u></b>                | : | <b><u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1: MALARIA CONTROL PROGRAMME REF NO: MPDOH/AUG/26/1230</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 121 - R472 259 per annum<br>Mbombela-Masoyi Control Station (Ehlanzeni District)<br>An appropriate National Diploma in Environmental Health / Public Health or equivalent qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Environmental Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                          |   | Practitioner (2026). Current registration with the HPCSA as an Independent Environmental Health Practitioner. A valid driver's licence. Computer literacy. Good verbal and written communication skills. Sound knowledge of communicable disease control, environmental health legislation and public health programmes. Ability to supervise and coordinate field teams, work independently and under pressure, and travel extensively within the province. Experience in malaria control, disease surveillance, outbreak response, vector control, entomology or health promotion will be an added advantage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>                     | : | Coordinate and supervise malaria programme field teams responsible for disease surveillance, vector control, entomological surveillance, and malaria case management and health promotion activities. Plan, implement, monitor and evaluate malaria elimination interventions in accordance with National and Provincial policies, guidelines and operational plans. Coordinate and supervise Indoor Residual Spraying (IRS) operations, including planning, implementation, and quality assurance and reporting. Coordinate malaria disease surveillance activities, including case notification, case investigation, case classification, reactive case detection, foci investigation and outbreak response. Participate in community-based malaria screening, testing and treatment activities in accordance with approved malaria case management guidelines and standing operating procedures. Support active case detection, household screening and follow-up of malaria cases to interrupt local transmission. Coordinate entomological surveillance activities, including vector monitoring, mosquito collections, insecticide resistance surveillance and environmental assessments. Coordinate and implement malaria health promotion, community mobilisation and behaviour change communication activities. Supervise malaria programme personnel, monitor performance and provide technical guidance and mentorship. Coordinate procurement planning, stock management and distribution of malaria programme commodities. Ensure proper asset management, inventory control and maintenance of programme equipment. Monitor programme performance through routine data collection, data quality assurance, analysis and reporting using approved malaria information systems. Participate in operational planning, micro-planning, monitoring and evaluation, operational research and continuous quality improvement initiatives. Perform any other duties delegated by the supervisor. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/199</u></b>                | : | <b><u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1: MALARIA CONTROL PROGRAMME REF NO: MPDOH/AUG/26/1231</u></b><br>Seven (7) Months Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R413 121 - R472 259 per annum<br>Bushbuckridge Sub-district (Ehlanzeni District)<br>An appropriate National Diploma in Environmental Health / Public Health or equivalent qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Environmental Health Practitioner (2026). Current registration with the HPCSA as an Independent Environmental Health Practitioner. A valid driver's licence. Computer literacy. Good verbal and written communication skills. Sound knowledge of communicable disease control, environmental health legislation and public health programmes. Ability to supervise and coordinate field teams, work independently and under pressure, and travel extensively within the province. Experience in malaria control, disease surveillance, outbreak response, vector control, entomology or health promotion will be an added advantage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>                     | : | Coordinate and supervise malaria programme field teams responsible for disease surveillance, vector control, entomological surveillance, and malaria case management and health promotion activities. Plan, implement, monitor and evaluate malaria elimination interventions in accordance with National and Provincial policies, guidelines and operational plans. Coordinate and supervise Indoor Residual Spraying (IRS) operations, including planning, implementation, and quality assurance and reporting. Coordinate malaria disease surveillance activities, including case notification, case investigation, case classification, reactive case detection, foci investigation and outbreak response. Participate in community-based malaria screening, testing and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

treatment activities in accordance with approved malaria case management guidelines and standing operating procedures. Support active case detection, household screening and follow-up of malaria cases to interrupt local transmission. Coordinate entomological surveillance activities, including vector monitoring, mosquito collections, insecticide resistance surveillance and environmental assessments. Coordinate and implement malaria health promotion, community mobilisation and behaviour change communication activities. Supervise malaria programme personnel, monitor performance and provide technical guidance and mentorship. Coordinate procurement planning, stock management and distribution of malaria programme commodities. Ensure proper asset management, inventory control and maintenance of programme equipment. Monitor programme performance through routine data collection, data quality assurance, analysis and reporting using approved malaria information systems. Participate in operational planning, micro-planning, monitoring and evaluation, operational research and continuous quality improvement initiatives. Perform any other duties delegated by the supervisor.

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

**POST 28/200** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/AUG/26/1232**

**SALARY** : R338 106 per annum (Level 07), (plus service benefits)  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

**DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

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

**POST 28/201** : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/AUG/26/1233**

**SALARY** : R338 106 per annum (Level 07), (plus service benefits)  
**CENTRE** : Witbank Hospital Internal Medicine (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration /

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                            |   | Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance with National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measures are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/202</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/AUG/26/1234</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus service benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Witbank Hospital Internal Medicine (Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/203</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/26/1235</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R337 359 – R397 392 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Ndindindi Clinic (Ehlanzeni District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                          |   | and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/204</u></b>                | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/26/1251 (X14 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R337 359 – R397 392 per annum<br>Witbank Hospital (Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                          | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>                     | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/205</u></b>                | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING: MALARIA CONTROL PROGRAMME REF NO: MPDOH/AUG/26/1252</u></b><br>Seven (7) Months Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R337 359 – R397 392 per annum<br>Nkomazi Sub-district (Ehlanzeni District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Grade 1: A minimum of 0-10 year's appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways. Good communication. Leadership,                                                                                                                                                                                                                                                                |

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                   |   | interpersonal and decision-making and problem-solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter. Knowledge of Labor relations and handling grievances and disciplinary procedures, Clear understanding of malaria management, Understanding clinical, treatment guidelines and protocols. Good knowledge of Malaria Elimination strategies. Valid code 10 (C1) drivers' license (Please attach copy), Experience in malaria control will be an added advantage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>              | : | Plan and manage malaria onsite malaria testing and treatment activities. Conduct clinical assessment of signs and symptoms of Malaria. Screening and Diagnoses. Notification of all positive cases. Administration of ACT to positive clients. Conduct follow-up visits to treat patients. Manage and monitor Human Resources activities within the malaria sector, Conduct Health Education and training within the sector's localities and facilities. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as part of the malaria multi-disciplinary team to ensure good malaria management. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele). Monitor & manage malaria data within scope of duties. Assist with data quality checks.                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>           | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/206</u></b>         | : | <b><u>SESSIONAL MEDICAL OFFICER GRADE 1: (20 SESSIONS) REF NO: MPDOH/AUG/26/1253</u></b><br>One (1) Year Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : | R501.00 per hour, (Less than 5 years relevant experience)<br>R572.00 per hour, (At least 5 years, but less than 10 years, relevant experience)<br>R662.00 per hour, (10 years and more relevant experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Waterval Boven Hospital (Nkangala District)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                   | : | Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <b><u>DUTIES</u></b>              | : | To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>           | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and  
IT related queries: Help desk Tel No: (013) 766 3018.

## ANNEXURE W

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department*

- APPLICATIONS** : All applications to be e-mailed to Mr T Khonkhobe, Human Resource Management, Psychology Internship at the NCMHH in Kimberley. Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to Mr T Khonkhobe, Head of Human Resources at [NCHEALTHNMH@NCPG.GOV.ZA](mailto:NCHEALTHNMH@NCPG.GOV.ZA) Applicants must complete an application register when an application is hand delivered.
- CLOSING DATE** : 24 August 2026
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**OTHER POST**

- POST 28/207** : **CLINICAL PSYCHOLOGY INTERNSHIP REF NO: NCDOH 78/2026 (X3 POSTS)**  
Contract Posts (01 January 2027 – 31 December 2027)
- SALARY** : R741 502 per annum
- CENTRE** : Northern Cape Mental Health Hospital (NCMHH) in Kimberley
- REQUIREMENTS** : Has met all the requirements set out by the HPCSA i.e. successfully completed M1 as a student psychologist and is able to register as an intern psychologist in 2027. Good work ethic, professionalism, interpersonal and communication skills. Computer literacy. Have already completed a significant portion of the thesis/dissertation component of the Master's Degree - written confirmation from research supervisor required. Honours Degree in Psychology; successful completion of M1 theoretical component and thesis/dissertation component well under way.
- DUTIES** : In and out - patient clinical assessment and intervention. Forensics services 30-day observation and state patient intervention. Conducting psychometric assessments. General and clinical administrative tasks. Participate in academic programmes - case presentations, journal club and ethics.
- ENQUIRIES** : Ragshanda Anthony Tel No: (053) 802 3618 / 053 802 3600

## ANNEXURE X

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

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

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| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                            |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026, 17:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. |

**OTHER POSTS**

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| <b><u>POST 28/208</u></b>  | : | <b><u>DEPUTY DIRECTOR: PACS/RISK (E-HEALTH CLINICAL SYSTEMS)</u></b><br>Directorate: Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in clinical information systems, health informatics, or information management. Appropriate experience managing and leading clinician-facing digital health systems and programmes. Proven experience in the implementation and operational management of clinical systems and/or specialised clinical platforms. Appropriate experience managing complex clinical workflows, interoperability, and healthcare standards in a regulated environment. Proven experience in project and programme management across the full system lifecycle, including procurement, implementation, and operational support. Experience working within the public health sector or similarly regulated healthcare environments. Inherent requirements of the job: In-depth knowledge of clinical workflows, particularly within diagnostic and specialist clinical services. Strong understanding of digital imaging systems, PACS/RIS/VNA and related clinical technologies. Knowledge of international healthcare interoperability standards. Ability to work closely with clinicians, technical teams, vendors, and governance structures. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong clinical systems and health informatics knowledge. Project and programme management expertise in clinical IT environments. Knowledge of IT, clinical and medico-legal governance frameworks. Experience with SCM, contract management, and SLA oversight. Excellent stakeholder engagement, communication, and negotiation skills. Strong analytical, problem-solving, and decision-making abilities. Ability to lead multidisciplinary teams in complex, high-risk environments. |
| <b><u>DUTIES</u></b>       | : | Lead and manage the eHealth Clinical Systems programme, including clinician-facing digital health initiatives mandated by the executive. Oversee the planning, implementation, and operational management of PACS, RIS, VNA and other specialised clinical systems. Apply and enforce IT, clinical, and medico-legal governance across all eHealth clinical projects and operations. Manage procurement, contracts, and service level agreements in collaboration with SCM, SITA, and strategic partners. Ensure compliance with national and provincial policies, healthcare standards, and regulatory requirements. Provide strategic input into the digital health strategy, clinical interoperability, analytics, and innovation initiatives (including AI-enabled clinical solutions). Lead, manage, and develop the eHealth Clinical Systems team, including performance management, capacity building, and succession planning. Manage budgets, financial controls, and reporting for the eHealth Clinical Systems portfolio. Act as a key liaison between IT, clinical services, governance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                            |   | structures, and external partners. Collaborate with the broader IT ecosystem stakeholders and managers to implement departmental digital strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Dlamini Tel No: (021) 483-8945                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/209</u></b>  | : | <b><u>DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Office of the Chief Director: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An Appropriate 3-year national diploma/degree. Experience: Appropriate managerial experience in stakeholder engagement, partnership management or programme coordination within the public sector. Appropriate experience working within a health service delivery environment. Proven experience in engaging with external stakeholders, including NPOs, donors, intergovernmental partners and service providers. Appropriate experience supporting or coordinating governance structures, committees and formal decision-making processes. Appropriate experience working with digital or stakeholder facing platforms (e.g. NPOMS/HSPP or similar). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work extended hours when required by service needs. Competencies (knowledge/skills): Strong strategic stakeholder management and facilitation skills. Sound understanding of government governance and decision-making processes. High level written and verbal communication skills, including drafting of submissions, briefing notes and reports for senior management. Ability to manage politically and operationally sensitive engagements. Strong organisational, analytical and coordination skills. Digital literacy, particularly in relation to stakeholder facing systems and data enabled decision making. Exposure to system reform and provincialisation initiatives. |
| <b><u>DUTIES</u></b>       | : | Lead and coordinate structured stakeholder engagement in support of Metro Health Services strategic priorities and service delivery. Serve as the primary interface between Metro Health Services and external stakeholders, including NPOs, donors, intergovernmental partners, academic institutions and private sector partners. Establish, coordinate and support governance structures, including steering committees, technical working groups and task teams linked to key programmes and platforms. Provide leadership for stakeholder facing components of NPOMS/HSPP, including onboarding, communication, change management and compliance support. Support provincialisation and system reform initiatives, ensuring alignment between Metro, Rural and Provincial stakeholders. Draft and coordinate strategic communication, submissions and briefing material for EXCO, Service Connect and other governance forums. Supervision and management of personnel that reports to this post. Identify opportunities to improve stakeholder coordination through digital enablement, innovation and improved processes. Maintain oversight of stakeholder related risks, ensuring compliance with departmental policies, governance requirements and audit standards. Provide regular progress reports to senior management and relevant governance structures.                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Janse van Rensburg Tel No: (021) 815-8699                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/210</u></b>  | : | <b><u>PHARMACIST GRADE 1 TO 3 (PRODUCTION)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | Grade 1: R882 816 per annum<br>Grade 2: R954 339 per annum<br>Grade 3: R1 041 402 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Red Cross War Memorial Children's Hospital, Rondebosch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC in respect of SA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

qualified employees. 6-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to perform standby duties and call-out duties when required to do so. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain systems. Ability to manage and supervise staff in the absence of the manager and to conduct all administrative functions required.

**DUTIES** : Pharmaceutical service delivery includes services within the boundaries of RWMCH and improving continuity of care within the Ecosystem it serves. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the implementation and management of Antimicrobial Stewardship (AMS).

**ENQUIRIES** : Mr E Williams Tel No: (021) 658-5031  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 28/211** : **ASSISTANT MANAGER NURSING: (HEAD OF NURSING)**  
 West Coast District

**SALARY** : R720 819 per annum  
**CENTRE** : Vredendal Hospital, Matzikama Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after hours. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Experience in change management, people management, conflict management, problem solving, negotiation, and strategic planning. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Expertise in quality improvement, infection prevention and control strategies and in-depth knowledge and application of Ideal Hospital. Computer literacy (MS Word, Excel, PowerPoint & Outlook). Extensive knowledge and understanding of the District Health System and the implementation thereof, relevant nursing legislation, policies and protocols of the Department of Health, Western Cape as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

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| <b><u>DUTIES</u></b>       | : | Provide leadership and co-ordinate the nursing service within designated levels of care. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance Programme and develop nursing policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Dr ECT Ockhuis Tel No: (027) 213-2039                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/212</u></b>  | : | <b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R571 161 per annum, (Plus non pensionable rural allowance of 8% of your annual basic salary).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Ladysmith Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to perform overtime, after-hours, weekends, standby duties, and assist with shift work when needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Ability to function under pressure, independently and as well as part of a multi-disciplinary team. Good organisational, interpersonal, leadership, decision making, and conflict resolution skills. Basic computer literacy. |
| <b><u>DUTIES</u></b>       | : | Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Laubscher Tel No: (028) 551-1010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/213</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | Grade 1: R495 423 per annum<br>Grade 2: R607 350 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification (R212) or a post graduate diploma (R635) in the relevant specialty. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the psychiatry unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental Health wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Mental Health patients. Deliver an effective outreach service. Assist with administrative duties, e.g., data collation and reporting.

**ENQUIRIES** : Ms A Meiring Tel No: (021) 404-3172  
**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

**POST 28/214** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT**  
 Chief Directorate: People Strategy

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree (NQF 6 or higher) in Human Resource Management, Organisational Development, Industrial Psychology or a related field. A recognised Change Management accreditation or certification (e.g. Prosci or similar) will be advantageous. Experience: Appropriate experience in change management, organisational development or a related environment. Inherent requirement of the job: Valid Code 8 (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of change management principles, models and methodologies. Knowledge of organisational culture and leadership theory and models. Good verbal and written communication skills, including facilitation and report writing. Diagnostic and analytical skills, including the ability to interpret organisational data and identify emerging themes. Good interpersonal, stakeholder engagement and influencing skills. Sound practical computer skills in MS Office (Word, Excel, PowerPoint), Outlook and Teams. Preparedness to work overtime, travel and stay overnight when required.

**DUTIES** : Ensure change management activities align with departmental strategies, DPSA frameworks and policies through research, analysis, interpretation and advisory support, and contribute to the translation of these frameworks into practical implementation approaches. Facilitation and implementation of Change Interventions and initiatives through stakeholder engagement, coaching and structured facilitation to drive adoption. Co-ordinate and execute organisational surveys to track organisational transformation change and participate in procurement processes. Reporting, Monitoring and Evaluation (M&E) on change management activities and ensure accurate and consolidated information for departmental decision making. Operational planning, People Management and Financial Management responsibilities i.e. day-to-day supervision of staff, workflow and operations management, procurement, contract and asset management, compliance monitoring with departmental policies.

**ENQUIRIES** : Ms F Heunis Tel No: (021) 483-6531

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

**POST 28/215** : **ASSISTANT DIRECTOR: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING**  
Directorate Management Accounting  
Sub-Directorate: Strategic Budget Analysis

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office, Cape Town, stationed at Bellville Health Park in Bellville  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree (e.g. IT, Data Science, Finance, Accounting, or others subject with numerical orientation) (or equivalent). Experience: Appropriate experience in financial data analysis, management accounting, financial administration, budgeting, costing or financial reporting. Appropriate experience in the advanced use of Microsoft Excel. Appropriate experience in the use of database management and analytics tools such as Microsoft Azure, SQL Server, Power Query and VBA programming. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Advanced proficiency in Microsoft Excel. Demonstrated ability to analyse large, complex datasets, perform data cleaning and transformation, and generate actionable insights to support decision-making. Knowledge of management accounting, budgeting, financial modelling, data analytics and business intelligence, with the ability to analyse and interpret complex financial and operational information. Advanced computer literacy, including proficiency in Microsoft Excel (advanced functions, Power Query and/or Power Pivot), Microsoft Access, SQL Server, Power BI and other data analytics and reporting tools. Strong analytical, problem-solving and critical thinking skills, with the ability to develop practical, evidence-based solutions. Proven people management, coaching and staff development skills. Excellent interpersonal, communication, stakeholder engagement and conflict resolution skills, with the ability to work collaboratively across all organisational levels and independently where required.

**DUTIES** : Lead financial modelling and database management activities that support strategic planning, budgeting and decision-making. Analyse and interpret complex financial and non-financial information, providing evidence-based insights and recommendations to management. Oversee data governance, including data extraction, validation and quality assurance, to ensure the integrity and quality of financial and management information. Continuously review the effectiveness of existing databases and financial reporting models and develop automated reporting solutions. Monitor expenditure, cash flow and budget performance through forecasting and variance analysis to promote sound financial management. Prepare cost estimates, financial assessments and supporting analyses to inform planning, budgeting and resource allocation. Build organisational analytical capability by providing technical guidance and training to Sectors and Institutions on forecasting methodologies, financial reporting and the interpretation of management information. Manage and develop staff to ensure the effective delivery of financial analytical services.

**ENQUIRIES** : Ms W Hanekom Tel No: (021) 815-8608  
**NOTE** : No payment of any kind is required when applying for this post. (click "online applications").

**POST 28/216** : **INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY/ IMAGING UNIT)**

**SALARY** : R413 001 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current Electrical- Engineering Field) or a B-tech degree in Electronic or Mechanical engineering. Experience: Appropriate proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Appropriate experience in the installation of medical X-ray equipment and QA assessment. Inherent requirement of the job: Valid Code B (Code 08) driver's license. Perform standby and after hour call-out duties. Perform overtime functions when required. Competencies (knowledge/skills): Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability to carry out basic mechanical repairs.

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|                            |   | Possess accurate technical ability and insight in order to identify and solve technical problems. Ability to perform fault finding down to component level by means of circuit diagrams and test gear. Ability to make use of various basic and sophisticated hand tools, power tools, machinery and test equipment to carry out functions. Computer literate (MS -Word, -Excel and -Access). -Good communication skills (written and verbal). Ability to perform administrative functions. Ability to work as a team member and on occasions on own initiative with the minimum supervision. Ability to organize and plan tasks and functions. Ability to provide on the job training and monitoring of junior technicians. Ability to perform supervisory functions. Sound knowledge of medical Imaging equipment. Ability to draft specifications of medical equipment. Have first-hand installation experience. Ability to plan and control budgets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Perform Electro-Mechanical repairs, routine maintenance, inspections, quality assurance testing and evaluation of relevant Medical equipment belonging to Tygerberg Hospital and any institutions under its control. Perform acceptance inspection and testing for new or donated equipment. Inform on serviceability of equipment. Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. -Perform incident investigations and inform supervisor of any hazards and/or recall and act on notifications. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory. Responsible for the day to day functioning of the human and other resources under the post's control for example work distribution, prioritizing work and other supervisory functions. Training and monitoring of junior technical staff. Specification drafting. Provide detailed preventative maintenance schedules. Be on call for after hour services and repairs. Administrative functions as required by the Clinical Engineering Department. Ensuring compliance of the OHS Act of 1993. Liaison with hospital personnel and private sector representatives. Responsible to the Unit Manager of the workshop. |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Rossouw Tel No: (021) 938-4634                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. A full detailed job description is available on request. Orientation to the functioning of the Electronic Unit and Clinical Engineering Department will be provided to the successful candidate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/217</u></b>  | : | <b><u>INDUSTRIAL TECHNICIAN (PRODUCTION): ELECTRONICS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Clinical Engineering Goodwood, Electronics section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training Advanced knowledge of managing, planning and organizing maintenance schedules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr W Padayachee Tel No: (021) 590-5008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.

**POST 28/218** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR**  
Chief Directorate: Rural Health Services

**SALARY** : R338 106 per annum  
**CENTRE** : Office of the Chief Director (Mossel Bay)  
**REQUIREMENTS** : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher level may also be accepted on condition that the subjects of the qualification align to the functions of the job. Experience: Appropriate experience in rendering secretarial/ administrative support services to management/ senior management. Inherent requirement of the job: Valid SA driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy, with knowledge in the MS Office Suite (MS Word, Excel, PowerPoint, Teams, Outlook) and AI Applications. Good interpersonal, verbal and written communication skills (including telephone and email etiquette). High-level reliability and ability to function in a team and or independently. Ability to analyse information and draft reports. Self-Management and motivation, including good grooming and presentation. Sound organisational skills. Maintain a high level of professionalism and confidentiality. The ability or experience to effectively manage the diary and related support functions remotely when required.

**DUTIES** : Provide executive secretarial support in-person or remotely to the Chief Director (i.e diary management, administrative support and records management). Render Administrative support services to the Chief Director, including procurement of goods and services. Support the Chief Director with the Administration of the budget in the office of the Chief Director. Provide support to the Chief Director regarding meetings, including minute taking and presentations. Support the Chief Director with the administration of all People Management/Human Resource aspects. Render an administrative service to staff within the office of the Chief Director. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms A Loliwe Tel No: (044) 695-0047

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

**POST 28/219** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (X2 POSTS)**  
Cape Winelands Health District

**SALARY** : Grade 1: R337 359 per annum  
Grade 2: R411 978 per annum  
Grade 3: R495 423 per annum  
(Plus an 8% rural allowance of your annual basic salary)

**CENTRE** : Skurweberg Mobile and Bella Vista Clinic, Witzenberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District, inclusive of Mobile facilities, when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbally and in writing). Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel, and Outlook) to be able to

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|                                   |   | communicate, capture patient information, check results, capture data, and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>              | : | Provision of quality basic nursing patient centred care in a Clinic setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Community participation, outreach and support. Maintain professional growth/ethical standards and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Ms N Tyesi Tel No: (023) 316-9600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                   | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/220</u></b>         | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : | Grade 1: R337 359 per annum<br>Grade 2: R411 978 per annum<br>Grade 3: R495 423 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Valkenberg Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to perform shiftwork, rotation in night duty and over weekends/public holidays. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. |
| <b><u>DUTIES</u></b>              | : | Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in-training and research.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Ms L Marepula Tel No: (021) 440-3107                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                   | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/221</u></b>         | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GENERAL INPATIENT)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>              | : | Grade 1: R337 359 per annum<br>Grade 2: R411 978 per annum<br>Grade 3: R495 423 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b><u>CENTRE REQUIREMENTS</u></b> | <p>(Plus non pensionable rural allowance of 8% of your annual basic salary).</p> <p>: Riversdale Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to assists at other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).</p>                                                                    |
| <b><u>DUTIES</u></b>              | <p>: Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES NOTE</u></b>      | <p>: Mr NL Mphato Tel No: (028) 713-8643</p> <p>: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 28/222</u></b>         | <p>: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: OPD, SPINAL ICU, GENERAL MEDICINE) (X4 POSTS)</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>              | <p>: Grade 1: R337 359 per annum</p> <p>: Grade 2: R411 978 per annum</p> <p>: Grade 3: R495 423 per annum</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | <p>: Groote Schuur Hospital, Observatory</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Work Shifts Including Weekends, Public Holidays and Night Duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Rotate to other departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing Practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).</p> |

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| <b><u>DUTIES</u></b>       | : | Provision of quality nursing care within set standards. Effective human resource utilization and development. Effective Monitoring of Financial Resources. Initiate and participate in research and data collection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Wulff Tel No: (021) 404-2109                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/223</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | Grade 1: R337 359 per annum<br>Grade 2: R411 978 per annum<br>Grade 3: R495 423 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | HIV/AIDS George Sub-district (Stationed at Rosemoor CC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to assist/relieve at other Primary Health Care facilities (e.g. Community Day Centres, Clinics, Satellite Clinics, Mobile Clinics). Willingness to work shifts and assist in the hospital when needed. Willingness to work overtime when needed. Valid driver's license. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills. |
| <b><u>DUTIES</u></b>       | : | Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Ms MFJ Marthinus Tel No: (044) 814 1100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 28/224</u></b>  | : | <b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | Grade 1: R275 340 per annum<br>Grade 2: R318 666 per annum<br>Grade 3: R343 761 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Vredenburg Hospital, Saldanha Bay Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: <b>Grade 1:</b> None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after hour duties. Willingness to perform after hours & relief duties within the ecosystem of Saldanha Sub District. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Knowledge with JAC/WellSky dispensing system. Time management, strategic planning, prioritizing of tasks. |
| <b><u>DUTIES</u></b>       | : | Effective control of pharmaceutical stock. Ensure effective Pharmaceutical Care (Dispensing) including the Chronic Dispensing Unit within the Sub District. Assist with collection of Pharmacy Data and recordkeeping. Promote and assist with optimal Pharmaceutical Advisory Service with the relevant multi-disciplinary teams. Ensure effective Quality of Health Service. Provide support to supervisor and perform relief duties when required in clinics within the Sub District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms. E Julius Tel No: (022) 709-7237                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/225</u></b>  | : | <b><u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | Grade A: R253 341 per annum<br>Grade B: R297 249 per annum<br>Grade C: R345 342 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate Trade Test Certificate in Electrical field. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Willingness to be available after hours and perform standby duties. Competencies (knowledge/skills): Ability to do fault finding and repairs to electrical equipment and installations. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | General maintenance and repair of electrical items such as lights, plugs, distribution boards, circuit breakers, motors and industrial equipment. Manage the control of tools, equipment and stock. Ability to maintain minor mechanical and electrical installation's, fault finding, as well as all General Maintenance work. Perform new installation work or expand existing electrical services. Render assistance to the Artisan foreman and Chief artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping of logbooks. Maintenance on UPS systems and Generators. Assist Artisan foreman and Chief Artisan in compiling of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                            |   | specifications for electrical projects and project coordination. General substation maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr W Krüger Tel No: (021) 938-4240                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/226</u></b>  | : | <b><u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Western Cape College of Nursing, Central Administration office, Stikland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience and Recruitment and Selection. Inherent requirement of the job: Prepared to work overtime when required. Candidate must have a valid Driver's License. The incumbent will be expected to support multiple campuses with HR processes, when operational needs dictate. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Good communication skills. Ability to work in a team as well as independently. Ability to work under pressure. |
| <b><u>DUTIES</u></b>       | : | Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr DP Bending Tel No: (021) 831-5829                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/227</u></b>  | : | <b><u>PRINCIPAL LINEN SUPERVISOR</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate Experience in Hospital Linen Bank and Appropriate Supervisory Experience. Inherent requirements of the job: Perform relief duties within the hospital linen management setup. Willingness to work overtime during weekends and Public Holidays. Competencies (knowledge/skills): Ability to achieve good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge and ability to interpret the Western Cape Department of Health and Wellness Hospital Linen Management Policy.                                |
| <b><u>DUTIES</u></b>       | : | Effective communication and liaising with regarding operational aspects of the outsources laundering and linen management services. Monitor and assist with linen operational processes of the outsourced contractual obligations of the outsourced linen and laundry contractor. Effective quality linen control in terms of hospital end-users as supplied by the contractor. Effective supervision of the Linen Management component and supervision of Linen Supervisors.                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms.P Gudwana Tel No: (021) 404-5315                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 28/228</u></b>  | : | <b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            |   | Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | New Somerset Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a hospital environment. Inherent requirement of the job: Willingness to work 12-hour shifts, night duty, weekends and public holidays. Expected to rotate within the admissions components, based on operational requirements. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Appropriate Clinicom experience.                                                                                                                                                                   |

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| <b><u>DUTIES</u></b>       | : | Render an effective and efficient Patient Administration service at the Reception Point according to DOH policy and ensure accurate assessment of patients to the means test and billing of patient accounts. Assess patients and registering of new patients with complete relevant Clinicom system transactions, Hospital Memorandum 18 and UPFS manual. Responsible for sound cash management, that of state custody and record keeping of state monies. Handle telephonic and personal enquiries regarding patients Effective co-operation and support to supervisor, colleagues and members of the Management team and Filling, Drawing of folders and any ad-hoc duties.                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms R Abrahams Tel No: (021) 402-6340                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 28/229</u></b>  | : | <b><u>ADMINISTRATION CLERK: WARDS</u></b><br>Central Karoo District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Beaufort West Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate experience in Clinicom. Inherent requirement of the job: Willingness to work overtime. The incumbent is expected to assist/relieve at other wards based on operational requirements. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organizational skills.                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provide support/relief to staff and supervisors as operationally required regarding waiting list and patient administration. Perform Patient administrative functions within the Ward which include admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensure all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and ad hoc ward duties. Ensuring resources within the ward are managed effectively, replenishment of stock and managing stock. Performing data collection and compilation of duties for the wards monthly. |
| <b><u>ENQUIRIES</u></b>    | : | Mr JCB Kiewiet Tel No: (023) 414-8200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/230</u></b>  | : | <b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b><br>Chief Directorate: Emergency and Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Finance and Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literate in Microsoft Office. Knowledge of Supply Chain Management processes, PFMA and AOS. Knowledge of LOGIS and EPS. Ability to effectively communicate (verbal & written).                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Demand and acquisition management of goods and services. Assist with the preparation of inputs for the annual financial statements (AFS) and ensuring audit compliance. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare batches, draft minutes for QC and vetting committee. Placing of orders with suppliers and maintaining accurate filing systems. Address supplier and user queries. Monthly reporting. Perform assisting and relief duties within SCM component.                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Petersen Tel No: (021) 815- 8656                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>POST 28/231</u></b>  | : | <b><u>STERILIZATION OPERATOR SUPERVISOR (CSSD)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R237 453 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7). Experience: Appropriate experience as a CSSD operator. Inherent requirement of the job: Be willing to work overtime, which may include weekends. The ability to handle heavy equipment and perform heavy duty functions, e.g. transport of heavy stock trolleys. The ability to report defects (test data), to do elementary stock control. Competencies (knowledge/skills): Appropriate knowledge, skills and competencies required to supervise and manage staff effectively, including leadership, planning, communication and interpersonal skills. Must have numeracy skills and should be able to think analytically. Be able to supervise and be assertive. Sound knowledge of steam sterilisation practices and decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. |
| <b><u>DUTIES</u></b>       | : | Supervise service in terms of control, cleaning, sterilizing, packing, and collecting of instruments and distribution of sterile instruments. Ensure continues monitoring and evaluation of staff reporting to you. Supervise and implement the cleaning control and testing of washing machines, autoclaves and other equipment in the department. Optimal support to operational manager and colleagues. Ensure maintenance of standards for quality and safety. -Manage financial, physical and human resources. Manage human resources. Maintain growth and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms LK De Goede Tel No: (044) 802-4352                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 28/232</u></b>  | : | <b><u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (VARIOUS INSTITUTIONS) (X7 POSTS)</u></b><br>Chief Directorate: Emergency and Clinical Support Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | Grade 1: R194 988 per annum<br>Grade 3: R226 701 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Metropole District<br>Cape Winelands District<br>Central Karoo District<br>Garden Route District<br>Overberg District<br>West Coast District<br>Emergency Medical Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: <b>Grade 3:</b> Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). <b>Grade 1:</b> Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Registration with a professional council: <b>Grade 1:</b> Registration with the Health Professions Council of South Africa as an BAA. <b>Grade 3:</b> Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. -Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. -Good communication and interpersonal skills.                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                   |   | regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>           | : | EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316 / Mr K Ndiki Tel No: (021) 374-2316/7<br>EMS Eastern District Office – Mr M Petersen Tel No: (0210) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807<br>EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853<br>EMS Cape Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022<br>EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100;<br>EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521; EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>                | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. Shortlisted candidates will be expected to undergo a practical assessment.                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/233</u></b>         | : | <b><u>NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>              | : | Grade 1: R181 230 per annum<br>Grade 2: R211 401 per annum<br>Grade 3: R249 141 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Clanwilliam Hospital, Cederberg Sub-district<br>Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to rotate to other wards in the facility. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint and knowledge of recordkeeping procedures. Good communication and interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team. Ability to accept accountability and responsibility and to work independently. |
| <b><u>DUTIES</u></b>              | : | Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>           | : | Mr. NM Goeieman Tel No: (027) 482 2166                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>                | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 28/234</u></b>         | : | <b><u>STERILISATION OPERATOR PRODUCTION (CSSD)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>              | : | R170 226 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>              | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterilization Service Department. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate within the CSSD department.                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Effective application of sterilisation processes and techniques. Promote/adhere to infection control, as well as health and safety regulations. Check, decontaminate, pack and sterilise instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, disinfectant washers and autoclaves, lift and pushing heavy equipment. Maintain equipment in an optimum working condition and utilise resources. Use autoclaves, disinfectant washers and equipment/consumables in a cost-effective manner. Ensure surgical instrument trays is packed and marked correctly. Monitor, control and maintain adequate stock levels, report and assist with the investigation of lost instruments/ equipment.                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Dubase Tel No: (021) 938-4000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 28/235</u></b>  | : | <b><u>HOUSEHOLD AID</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R144 024 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Mossel Bay Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a household / cleaning environment in a health facility. Inherent requirement of the job: Willingness to work weekends, shifts, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to assists in other wards when needed. Competencies (knowledge/skills): Basic knowledge of cleaning equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Appropriate knowledge of stock, assets, linen and equipment control.                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to occupational health and safety policies and Infection prevention control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms JA Mahlangu Tel No: (044) 604-6104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/236</u></b>  | : | <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (10 SESSIONS PER WEEK)</u></b><br>Chief Directorate: Metro Health Services<br>(3-Year Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | Grade 1: R671 per hour<br>Grade 2: R766 per hour<br>Grade 3: R887 per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Mowbray Maternity Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Anaesthesia. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesia. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Anaesthesia. Inherent |

requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Appropriate experience in obstetric anaesthesia. Ability to work in a team and with all levels of staff. Interest in training junior anaesthetists and students in a career in anaesthesia. Computer literacy.

**DUTIES**

: To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Perform clinical teaching and training of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. Management duties such as statistics, presentations and research. Management of the epidural and pain service at Mowbray Maternity Hospital.

**ENQUIRIES**

: Dr C Pfister Tel No: (021) 404-5001

**NOTE**

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".