



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT : **PROVINCIAL ADMINISTRATION: 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 Lmolepo (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

<u>POST 28/01</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/66/2026</u> Directorate: Stakeholder and Intergovernmental Relations
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Chris Khonkwane at (069) 007 9989 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDASrecruit66@nda.gov.za
<u>NOTE</u>	:	EE Target: African Female and Persons with disability.
<u>POST 28/02</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/3/1/67/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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

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

		reports. Manage the spreadsheet of the request: Compile a spreadsheet. Update and distribute spreadsheet to clients.
<u>ENQUIRIES</u>	:	Ms R Goolam Tel No: (012) 312 8395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSCPDMrecruit70@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Female and Coloured female and Persons with disability.
<u>POST 28/04</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: BIDS REF NO: 3/3/1/69/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms R Goolam Tel No: (012) 312 8395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSCPBrecruit69@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Female and Coloured female and Persons with disability.
<u>POST 28/05</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: /3/1/68/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

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

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)

<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Mandla Mnguni Tel No: (012) 319 7127
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Vlrecruit72@nda.gov.za
<u>NOTE</u>	:	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 or 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. 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

<u>POST 28/08</u>	:	<u>DIRECTOR: SOC GOVERNANCE AND LEGAL ASSURANCE REF NO: DEE2026/015</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr James Dlamini Tel No: (012) 406 7577
<u>APPLICATIONS</u>	:	Email to Vacancies1@dee.gov.za
<u>NOTE</u>	:	Females from all races, African, Indians, Coloured and White are encouraged to apply.

OTHER POSTS

<u>POST 28/09</u>	:	<u>ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER REF NO: DEE2026/016</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Lindiwe Morwenyane Tel No: (012) 406 7676
<u>APPLICATIONS</u>	:	Email to Vacancies2@dee.gov.za

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
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

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.

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>CLOSING DATE</u>	:	24 August 2026 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV with detailed 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

<u>POST 28/12</u>	:	<u>REGISTRY CLERK: OFFICE OF THE DG REF NO: GAP-PRET-91903840-20260730-1</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr VE Myeki Tel No: (012) 309 4969
<u>APPLICATIONS</u>	:	Online application use the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets-Priority will be given to African Males, Coloured Male, Indian Male and Female, People living with disabilities and White Male and Female.
<u>POST 28/13</u>	:	<u>ADMIN CLERK: AUXILIARY SERVICES REF NO: GAP-PRET-91903840-20260730-2</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr G Motaung Tel No: (012) 309 4941
<u>APPLICATIONS</u>	:	Online application use the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	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

POST 28/14	:	<u>DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM71/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive annual salary package)
<u>CENTRE</u>	:	Limpopo / Mpumalanga
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Leseke at 072 199 1291
<u>APPLICATIONS</u>	:	FOM71-2026@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.
<u>NOTE</u>	:	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

<u>POST 28/16</u>	:	<u>PRODUCTION ENGINEER GRADE A: CIVIL ENGINEER REF NO: CWM06/2026</u>
<u>SALARY</u>	:	R914 517 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Phaladi Tel No: (012) 399 9852
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/17</u>	:	<u>PRODUCTION ENGINEER GRADE A: RISK ASSESSMENT REF NO: CWM04/2026</u>
<u>SALARY</u>	:	R914 517 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Phaladi Tel No: (012) 399 9852
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/18</u>	:	<u>SCIENTIST PRODUCTION GRADE A: GEOHYDROLOGY REF NO: CWM07/2026</u>
<u>SALARY</u>	:	R791 604 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

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.

<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/20</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: LICENSING</u> <u>REF NO: CWM03/2026</u>
<u>SALARY</u>	:	R518 769 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. P Matjelele Tel No: (012) 399 9852
<u>APPLICATIONS</u>	:	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 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
: 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.

<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/22</u>	:	<u>RECORDS CLERK: FACILITIES & ADMINISTRATION SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	Pretoria Ref No: CMS22/2026
	:	Nelspruit Ref No: CMS23/2026
	:	Makhado Ref No: CMS24/2026
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Kubai Tel No: (012) 399 9727
	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	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

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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

<u>POST 28/23</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: TNC/CO/26 – 07/1</u> Duration: Permanent Appointment
<u>SALARY</u>	:	R605 742 per annum, plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	Email to asdregistration@tnc.edu.za
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/24</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT & QUALITY MANAGEMENT</u> <u>SYSTEM REF NO: TNC/CO/26 – 07/2</u> Duration: Permanent Appointment
<u>SALARY</u>	:	R487 197 per annum, plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS NOTE</u>	:	Email to asdinternalaudit@tnc.edu.za
	:	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.
<u>CLOSING DATE</u>	:	24 August 2026
<u>POST 28/25</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006</u> Contract: Permanent Re-advertised. All candidates that have previously applied are encouraged to re- apply
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office; Malmesbury
<u>REQUIREMENTS</u>	:	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 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.



<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or raasarecruitment@dha.gov.za
<u>CLOSING DATE</u>	:	24 August 2026
<u>NOTE</u>	:	Applications: Applications must be submitted online at https://erecruitment.dha.gov.za 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 www.dpsa.gov.za , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. 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

<u>POST 28/26</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR1-MR5) REF NO: HRMC 56/26/1</u> Directorate: Refugee Appeals Authority of South Africa (RAASA)
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. MR1: No previous legal experience is required. MR 2: 1 (one) years' relevant post-qualification legal experience in a drafting and litigation environment. MR 3: 2 (two) years' relevant post-qualification legal experience in a litigation environment. MR 4: 4 (four) years' appropriate post qualification legal experience in a litigation environment. MR 5: 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 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

<u>POST 28/28</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/01 (X1 POST)</u> Branch: Office of the Chief Operations Officer
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms V Beshe Tel No: (012) 351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210
<u>APPLICATIONS</u>	:	Please e-mail your application to ddod26@dirco.gov.za
<u>POST 28/29</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/04 (X1 POST)</u> Branch: Office of the Chief Operations Officer
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms V Beshe Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210
<u>APPLICATIONS</u>	:	Please e-mail your application to asdod26@dirco.gov.za
<u>POST 28/30</u>	:	<u>ASSISTANT DIRECTOR: VETTING FIELDWORK OFFICER REF NO: 0731/08 (X3 POSTS)</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10) Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms V Beshe, Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210
<u>APPLICATIONS</u>	:	Please e-mail your application to vfo26@dirco.gov.za

ANNEXURE H

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	24 August 2026
<u>NOTE</u>	:	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 www.dpsa.gov.za), 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: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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&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).

MANAGEMENT ECHELON

<u>POST 28/31</u>	:	<u>DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 1/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Kganyago Tel No: (012) 315 1884
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>POST 28/32</u>	:	<u>DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: 2/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Van Ross Tel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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

<u>POST 28/33</u>	:	<u>SENIOR STATE LAW ADVISOR: RULES BOARD (LP 9) REF NO: 3/08/2026</u>
<u>SALARY</u>	:	R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	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.
<u>DUTIES</u>	:	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

		juniors on legal research and provide information and or case law relevant to court rules.
<u>ENQUIRIES</u>	:	Mr. M Mokoena Tel No: (012) 774 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>POST 28/34</u>	:	<u>SENIOR STATE LAW ADVISOR: OFFICE OF THE STATE LAW ADVISER (LP 9) (X7 POSTS)</u>
<u>SALARY</u>	:	R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	Pretoria Ref No: 7/08/2026 (X5 Posts) Cape Town Ref No: 8/08/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr C Zana Tel No: (012) 357 8185
	:	Ms M Kganyago Tel No: (012) 315 1884
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>NOTE</u>	:	A separate application must be submitted for each position quoting the relevant reference number.
<u>POST 28/35</u>	:	<u>STATE LAW ADVISOR: RULES BOARD (LP7-LP8) REF NO: 4/08/2026</u>
<u>SALARY</u>	:	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

<u>ENQUIRIES APPLICATIONS</u>	regular review of existing rules of courts, facilitate amendments and repeal outdated rules. Process approved amendments and new rules for approval. Mr. M Mokoena Tel No: (012) 774 2026 Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>POST 28/36</u>	<u>STATE LAW ADVISOR: LEGISLATIVE DEVELOPMENT (LP7-LP8) REF NO: 5/08/2026 (X3 POSTS)</u>
<u>SALARY</u>	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	National Office: Pretoria 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.
<u>DUTIES</u>	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.
<u>ENQUIRIES APPLICATIONS</u>	Mr. M Mokoena Tel No: (012) 774 2026 Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>POST 28/37</u>	<u>STATE LAW ADVISOR: CHIEF STATE LAW ADVISER (LP7-LP8) REF NO: 9/08/2026 (X6 POSTS)</u>
<u>SALARY</u>	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	National Office: Pretoria 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.
<u>DUTIES</u>	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.
<u>ENQUIRIES</u>	Ms R Sema Tel No: (012) 315 1333

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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.
<u>POST 28/38</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LEGAL PROCESS (MR1-MR5) REF NO: 6/08/2026</u>
<u>SALARY</u>	:	R262 968 – R 1 155 777 per annum. The salary and all-inclusive package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. M Mokoena Tel No: (012) 774 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu 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

<u>POST 28/39</u>	:	<u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u> <u>REF NO: 3/1/1/2026/205</u> Chief Directorate: Cadastral Advisory and Research Services
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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@dlrrd.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.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	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 Post206@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 28/41</u>	:	<u>DIRECTOR: SURVEYS SERVICES REF NO: 3/1/1/2026/207</u> Directorate: Surveys Services
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	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

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
APPLICATIONS**

: Mr KE Senosha Tel No: (015) 495 1905
: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to 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
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Gauteng (Pretoria)
: 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 inception 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
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
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).

		Computer software ability. Good organising ability. Above average attention to detail.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Madlala Tel No: (021) 658 4300
<u>APPLICATIONS</u>	:	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 Post202@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 28/46</u>	:	<u>ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/203</u> Directorate: Legal Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr MO Fakude Tel No: (013) 754 8074
<u>APPLICATIONS</u>	:	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 Post203@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 28/47</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/209</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	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
- 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 or www.dpsa.gov.za for information on the requirements and duties of the position.



<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	24 August 2026
<u>NOTE</u>	:	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 https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 28/48</u>	:	<u>CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME REF NO: NSG 13 /2026</u> 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
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), an inclusive remuneration package commencing
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	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

		manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.
<u>ENQUIRIES</u>	:	Mpho Mugodo Tel No: (012) 441 6017
<u>APPLICATIONS</u>	:	<u>CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME REF NO: NSG 13/2026 – Fill out form</u>
<u>POST 28/49</u>	:	<u>DIRECTOR: CADET AND YOUTH DEVELOPMENT REF NO: NSG 14/2026</u> 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.
<u>SALARY</u>	:	R1 317 384 per annum Level 13, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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/ / 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

<u>POST 28/54</u>	:	<u>REGISTRAR REF NO: 2026/92/OCJ</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/92/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/55</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2026/93/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	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

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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 5562 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/94/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/57</u>	:	<u>ADMINISTRATION CLERK REF NO: 2026/95/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/95/OCJ@judiciary.org.za

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. "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

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

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

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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	25 August 2026 by 16:30, (Late applications will not be considered)
<u>NOTE</u>	:	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 www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to 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

<u>POST 28/61</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DT 43/2026</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria 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
: 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
: 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
 : 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.

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	25 August 2026
<u>NOTE</u>	:	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

<u>POST 28/64</u>	:	<u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2026/16</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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. 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

OTHER POSTS

<u>POST 28/66</u>	:	<u>ASSISTANT DIRECTOR: BAS & LOGIS OPERATIONS REF NO: S090/2026</u> Division: Office of The Accountant-General (OAG) 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.
<u>SALARY</u>	:	R605 742 per annum (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 28/67</u>	:	<u>PERFORMANCE AUDITOR REF NO: S091/2026 (X2 POSTS)</u> Division: Office of The Director-General (ODG) 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.
<u>SALARY</u>	:	R413 001 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

ANNEXURE P

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	24 August 2026
<u>NOTE</u>	:	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

<u>POST 28/68</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 240826/01</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern Sd: Water Resources Infrastructure Operations and Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 776 per annum, (all-inclusive OSD salary package) Gqeberha/ Port Elizabeth 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

		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. G Daniell Tel No: (041) 508 9706)
<u>POST 28/69</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 240826/02</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Hartbeespoort Cluster Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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,

		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.
<u>ENQUIRIES</u>	:	Mr TG Monaisa Tel No: (012) 200 9000
<u>POST 28/70</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 240826/03</u> Branch: Water And Sanitation Services Management: MP Cd: Provincial Operations: Mpumalanga Sd: Infrastructure Development and Maintenance
<u>SALARY</u>	:	R407 337 – R435 066 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>POST 28/71</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER REF NO: 240826/04</u> Branch: Water And Sanitation Services Management: EC Cd: Provincial Operations Eastern Cape
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	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

		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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Mosome Tel No: (043) 604 5569
<u>POST 28/72</u>	:	<u>ADMINISTRATION OFFICER REF NO: 240826/05</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Mapapu Tel No: (041) 508 9718
<u>POST 28/73</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 240826/06</u> Branch: Finance Main Account Cd: Supply Chain Management Dir: Asset Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform quarterly asset count, Conduct Bi –annual physical verification of movable assets. Ensure that all movements of assets are updated. Ensure that

		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.
<u>ENQUIRIES</u>	:	Ms A Woko Tel No: (012) 336 8982
<u>POST 28/74</u>	:	<u>FINANCE CLERK PRODUCTION REF NO: 240826/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Port Elizabeth 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Ms. Z Tototo Tel No: (041) 508 9734 Preference will be given to candidates from the geographical area
<u>POST 28/75</u>	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 240826/08 (X3 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum (Level 04) Uitkeer / Somerset East 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.
<u>DUTIES</u>	:	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 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)