the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2026
DATE ISSUED 28 AUGUST 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS : **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly take note that the department has withdrawn the following advertised posts, as it appears in Circular 29 of the PSVC dated 14 August 2026, with a closing date of 31 August 2026. The following posts have been withdrawn from the advertisement: Gauteng Region: Chairperson: Krugersdorp (Ref: GP 2026/08/01) and Leeuwkop (Ref: GP 2026/08/02) (X2 Posts). Vice-Chairperson: Krugersdorp (Ref: GP 2026/08/04) and Leeuwkop (Ref: GP 2026/08/05) (2 Posts). Community Member: Krugersdorp (Ref: GP 2026/08/07) (X2 Posts) and Baviaanspoort (Ref: GP 2026/08/06) (X2 Posts). Eastern Cape Region: Chairperson: Cradock (Ref: EC 2026/08/03), Kirkwood (Ref: EC 2026/08/04), Mthatha (Ref EC 2026/08/05), Sada (Ref: EC 2026/08/06) and St Albans (Ref EC 2026/08/07). Vice Chairperson: Amathole (Ref EC 2026/08/08), Cradock (Ref EC 2026/08/10), Kirkwood (Ref EC 2026/08/11), Sada (Ref EC 2026/08/13), St Albans (Ref EC 2026/08/14). Community Member: Amathole (Ref EC 2026/08/15) (X2 Posts), Cradock (Ref: EC

2026/08/17) (X2 Posts), East London (Ref: EC 2026/08/16) (X1 Post), Kirkwood (Ref: EC 2026/08/18) (X1 Post), Mthatha (Ref: EC 2026/08/19) (X3 Posts) and St Albans (Ref: EC 2026/08/21) (X1 Post).

DEPARTMENT OF PLANNING MONITORING AND EVALUATION: Kindly note that the Post of Deputy Director: Procurement was advertised with the wrong reference number, (14/2025) the reference has been amended as follows: (14/2026) and Assistant Director: Demand and Acquisition Management, reference (15/2025) the reference has been amended as follows: (15/2026) the two posts were advertised in Public Service Vacancy Circular 29 dated 14 August 2026. The closing date for both posts has been extended to 04 September 2026. The candidates who already apply are not required to re-apply.

DEPARTMENT OF ELECTRICITY & ENERGY: Kindly note that the following post is advertised in Public Service Vacancy Circular 28 dated 07 August 2026, Director: SOC Governance and Legal Assurance Ref No: DEE2026/015; the post has been withdrawn

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF TRANSPORT: Kindly note that the posts of Artisan Production Grade A (Mechanical) (Ref. No. DOT 180/2026) to (Ref. No. DOT 184/2026, advertised in Public Service Vacancy Circular 29 dated 13 August 2026, have been amended as follows. The Salary Notch has been changed to read as follows: Salary: R253 341 Per Annum (OSD). Kindly note that the posts of Compliance Officer: Monitoring & Evaluation (Ref. No. DOT 177/2026): Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (04 Posts) advertised in PSVC 29 of 2026 dated 13 August 2026, have been amended as follows: there are only three (03 Posts) and not four (04 Posts) as advertised in the circular. Also note that the posts of Handyman (05 Posts) (Ref. No. DOT 202/2026): Cost Centre, Estcourt, Ladysmith Region, advertised in PSVC 29 of 2026 dated 13 August 2026, as well as the post of Cleaner: Depot Team (Mount Edgecombe) (01 Post) (Ref. No. DOT 228/2026), advertised in Public Service Vacancy Circular 29 dated 13 August 2026, have all been withdrawn.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 11 September 2026 at 16:00

NOTE : 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.

OTHER POSTS

POST 31/01 : **DEPUTY DIRECTOR: SMALL BUSINESS DEVELOPMENT REF NO: 3/3/1/77/2026**
Directorate: Small Business Development

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and Degree in Agricultural Economics/ Economics/ Business Management/ Development

Studies.3 years junior management experience in Agricultural Economics environment. Job Related Knowledge: Knowledge of BBBEE Act related legislation, National Small Business Amendment Act, Companies Act, Cooperative Act, Public Finance Management Act. National Small Business Amendment Act, PFMA, Batho Pele Principles, National Policy on Comprehensive Development Support (NPCPDS). Job Related Skills: High level of integrity. Strong leadership and supervisory skills. Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation skills. Ability to work independently. Ability to work under pressure. Planning and execution. Management of Human resources. Acceptance of responsibility. Extended Travelling. Working extended hours. valid driver's license.

DUTIES : SMME strategy for DoA development. Desk top research on the status of SMME's in Agricultural sector. Align the draft document with the National Policy on Comprehensive Producer Development Support (NPCPDS). and other relevant DoA policy/strategic documents. Manage the consultation process with branches and relevant support directorates with DoA to gather information on SMME's support interventions. Manage the consultation process with provinces (PDA's) and provincial DLRRD(PSSC) to gather information on SMME's support interventions. Manage the process for the incorporation of the inputs into the draft document. Provide guidance and support for the presentations of the draft document to the various Forums to get a buy-in. Manage the process for preparing the submission for the strategy to be presented for EXCO approval. Compile an annual report on the draft development of the SMME strategy for DoA. Coordinated and Harmonized SMME support interventions in DoA. Manage and oversee the consultation process with branches and relevant support directorates within Doa. Manage the review of information gathered. Manage the alignment of financial and non-financial policies/strategies for SMME support. Compile a comprehensive annual report. Realtime data management system. Manage stakeholder engagement on the functionality of their data management system, including processes for data collection, storage, analysis and reporting. Manage the evaluation of the information gathered. Manage the consultation process with D: ITC to define the requirements for a real time data management system. Manage the design of a business case for an agricultural SMME data management system. Manage the approval process of a business case for the design and development of agricultural SMME data management system. Compile quarterly and annual reports. Advocacy for the development of SMME/ Cooperatives in DoA. Attend meetings/conferences/engagements to lobby/obtain information on SMME development. Share information with colleagues within DoA. Manage and provide guidance on the capacitation process for SMME's/cooperatives business plan development programme as and when requested. Manage reports compiled to EXCO arising from advocacy sessions that have policy and strategic implications for consideration and endorsement/approval. Compile BTOR's on all engagements attended. Manage the resources of the Sub directorate (Physical, Human and Financial). Ensure procurement of goods and services and proper utilization of the budget by monitor and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms M. Olifant Tel No: (012) 319 8452

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDSBDrecruit77@nda.gov.za

NOTE : EE Targets: African Females, and persons with disability.

POST 31/02 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/3/1/80/2026**
Directorate: Human Resource Utilization and Development

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma in Management Services/ Organisation and Work Study/ Operations Management/ Production Management/ Industrial and Organisational Psychology. Minimum of 3 years' experience at junior management level in the Organisational Development

environment. Job related knowledge: Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritized jobs. Preliminary QA evaluated jobs. Pannel job evaluation results. Update JE register in line with approved JE results. Job-related skills: Computer Literacy. Client orientation, problem solving skills. Communication skills (verbal and written). Interpersonal skills. Organisational Design skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiation skills. Analytical skills. Project management skills. Operational Planning skills. Computer literacy.

DUTIES : Provide organisational design and establishment services: Review, align and develop the organisational structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off of reviewed / aligned organisational structure. Provide job description services: Identify job description to be developed and reviewed. Facilitate the development and the review of the identified job descriptions. Obtain sing-off. Oversee job descriptions database. Provide job evaluation services: Identify and prioritise jobs to be evaluated. Manage and conduct job evaluation of identified and prioritized jobs. Conduct quality assurance on preliminary job evaluation outcomes. Panel job evaluation results. Oversee updating of JE register in line with approved JE results. Provide business process management services: Identify and update current processes. Develop new business processes. Identify and update current Standard Operating Procedures (SOPs). Develop new SOPs. Manage the business process and SOPs databases.

ENQUIRIES : Ms L Manamela Tel No: (012) 337 9308

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDODrecruit81@nda.gov.za

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

POST 31/03 : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/3/1/79/2026**
Directorate: Human Resource Administration

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 2 years' experience in rendering recruitment and selection services. Job related knowledge: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job related skills: Communications (verbal and written) skills. Good interpersonal relations. Ability to communicate well with people at different levels. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation skills. Report writing skills. Record keeping skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Administrative skills. Customer focus skills. Computer literacy. Ability to travel. A valid drivers' license.

DUTIES : Provide effective advisory service on recruitment and selection. Ensure adherence and compliance with R&S policy and prescripts. Administer the management of shortlisting and interviews. Provide technical advisory services during shortlisting and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Provide advice and guidance to the department's line functionaries. Provide effective interpretation of legislation, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Report on vacancies, statistics and other related

issues. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Follow up on outstanding personnel suitability checks. Administer related databases on recruitment and selection. Control, maintain and monitor databases set up to monitor recruitment and selection activities. Provide an update on all related databases on recruitment and selection. Keep and maintain statistics required for reporting purposes. Supervise employees. Provide on the job training. Manage and supervise employees in line with the performance management policy. Maintain discipline.

ENQUIRIES : Mr G Matloga Tel: (012) 319 6809
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CHROrecruit79@nda.gov.za
NOTE : EE Targets: African Males and Females and persons with disability.

POST 31/04 : **ADMINISTRATIVE OFFICER REF NO: 3/3/1/78/2026**
Directorate: Internal Control

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms S Ratlhogo Tel No: (012) 3192 9073
APPLICATION : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email AOrecruit78@nda.gov.za
NOTE : EE target African Male and Persons with disabilities.

ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 31/05	:	**DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) REF NO: DBE/66/2026** Branch: Social Mobilisation and Support in School Chief Directorate: Care and Support in Schools
SALARY	:	R1 317 384 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicant must be in possession of a qualification at NQF Level 7 as recognised by SAQA, 5 years' experience at a Middle/Senior managerial level; In-depth experience of the National School Nutrition Programme (NSNP); Experience of policy formulation processes; Experience in managing diverse stakeholders and working effectively within communities; Strong analytical, strategic, project management and research skills; A good understanding of the national, provincial, district and school interface; Knowledge and understanding of nutrition/dietetics and research, Government 's strategic vision, Public Service legislation and policies pertaining to the education sector in South Africa; Knowledge of the public sector policy, legislative and regulatory environment particularly the Public Financial Management Act (PFMA) and Procurement Policy Framework Act (PPFA) and Public Service Regulation (PSR); Understanding of Government strategies and intervention; Process Competencies: Knowledge Management, Service Delivery Innovation, Report Writing, Problem Solving, Analysis, Client Oriented and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and Project Management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity. Applicants must have a valid driver's licence and be willing to travel extensively; The incumbent must also demonstrate strong computer literacy skills and ability to work collaboratively within a dynamic and demanding environment.
DUTIES	:	The successful candidate will be responsible for the management of the National School Nutrition Conditional Grant, including a range of strategic and operational responsibilities aimed at strengthening programme delivery and impact; Developing and/or reviewing norms and standards for the National School Nutrition Programme (NSNP) as well as ensuring the effective implementation of three components including integration with other Government programmes such as the Integrated Food Security and Nutrition Programme (IFSNP); Overseeing and supporting the implementation and monitoring NSNP service delivery across the national, provincial, district and schools levels to ensure consistency, efficiency and quality; Evaluating programme impact in partnership with relevant stakeholders; Establishing and implementing risk management measures to strengthen accountability and improving service delivery outcomes; Overseeing, managing and supervising NSNP staff at both national and provincial levels; Coordinating stakeholders engagement to ensure alignment with departmental priorities and Government interventions and continuously monitoring compliance with Public Service prescripts and financial management regulations to ensure proper governance and accountability.
ENQUIRIES	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application Sechele.O@dbe.gov.za/Skosana.T@dbe.gov.za/Segowa.M@dbe.gov.za/Kumalo.N@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
NOTE	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service

Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants, who do not comply with the requirements outlined above, will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course-SMS-pre-entry programme. 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

CLOSING DATE : 11 September 2026

OTHER POST

POST 31/06 : **SENIOR ADMINISTRATION CLERK REF NO: DBE/67/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management
Directorate: Security and Asset Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Senior Certificate or Equivalent qualification. Understanding of the (PFMA) Public Finance Management Act and (MCS) Modified Cash Standard and Treasury Regulations. Knowledge of basic accounting and the Hard CAT system. Good interpersonal relations; Good communication skills (written and verbal), planning and organisational skills; Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable.
DUTIES : The successful candidate will be responsible for assisting with the maintenance of asset registers; Executing asset verification to ensure completeness and existence of all departmental assets; Facilitating the disposal and movement of departmental assets within and outside the Department. Receiving and updating asset records upon delivery of newly acquired assets; Assisting in the preparation of monthly reconciliations report between the BAS and HARD/CAT systems; Assisting with the preparation of asset notes for the interim and annual financial statements. Assisting with resolving queries from internal and external auditors.
ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application LowerApplication@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
FOR ATTENTION Ms N Monyela/ Mr M Segowa
NOTE : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service

Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants, who do not comply with the requirements outlined above, will not be considered.

CLOSING DATE : 11 September 2026

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.

APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho.
FOR ATTENTION	:	Sub-directorate: Human Resources Management
CLOSING DATE	:	11 September 2026 at 16:00 (walk-in) and 23:59 (online)
NOTE	:	All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. 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. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. The application will not be taken into consideration if all requested required documents are not submitted. 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 successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 31/07	:	**DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/07/18**
SALARY	:	R1 101 468 per annum, (all -inclusive)
CENTRE	:	Klerksdorp Labour Centre
REQUIREMENTS	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration/Management, Operations Management, Project Management, Three (3) years' legal qualification. Five (5) years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan, Treasury regulations, Supply chain management processes, Asset management and All labour legislations. Skills: Management, Computer Skills, Presentation Skills, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
DUTIES	:	Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums, including interdepartmental structures of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre.
ENQUIRIES	:	Mr MT Mokoena Tel No: (018) 387 8195
APPLICATIONS	:	Email: Jobs-NW3@labour.gov.za
NOTE	:	EE target- Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.
POST 31/08	:	**COUNSELLOR GRADE 1 REF NO: HR4/4/07/11**
SALARY	:	Grade 1: R741 102 – R821 070 per annum, (OSD) Grade 2: R844 128 – R935 045 per annum, (OSD) Grade 3: R953 094 – R1 055 292 per annum, (OSD)
CENTRE	:	Christiana Labour Centre
REQUIREMENTS	:	A Four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: **Grade I:** 0 years' experience, **Grade II:** 8 years' experience, **Grade III:** 16 years' experience. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA and POPI Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.
DUTIES	:	Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS	:	Email: Jobs-NW@labour.gov.za
NOTE	:	EE target- Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.
POST 31/09	:	**CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/07/12**
SALARY	:	R413 001 per annum
CENTRE	:	Mmabatho Provincial Office

REQUIREMENTS	:	A three (3) years relevant qualification in Human Resource Management/ Labour Relations Management. One (1) to Two (2) years functional experience doing Employment Relations Management Services. A valid driver's licence. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Research/ analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act and Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict and Computer literacy.
DUTIES	:	Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS	:	Email: Jobs-NW1@labour.gov.za
NOTE	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
POST 31/10	:	**SUPERVISOR: COID CLIENT SERVICES REF NO: HR4/4/07/13**
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Rustenburg Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication/ Marketing. Two (2) years' functional experience in Customer care/ Client Service environment. Knowledge: Relevant regulations, laws and legislation, Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goal and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, The Constitution of RSA. Skills: Coaching and Mentoring, Conflict Management, Critical and Innovation Thinking, Inspire Commitment, People Management, Performance and oversight, Programme/ Project Management, Quality Assurance, Service Delivery Innovation, Stakeholder Development & Relations.
DUTIES	:	Monitor and oversee the help desk at the first port of entry within the COID service. Facilitate customer-driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend to all queries regarding legislation and follow up on pending queries. Supervision of staff.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS	:	Email: Jobs-NW6@labour.gov.za
NOTE	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
POST 31/11	:	**ADMINISTRATION CLERK: CLAIMS PROCESSOR REF NO: HR4/4/07/14**
SALARY	:	R280 278 per annum
CENTRE	:	Klerksdorp Labour Centre
REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management / Business Management / Operations Management / Management / HRM/ Nursing/ Law/ LLB / BCom/ Finance / Administration. Experience in Claims Processing environment will be an advantage. Knowledge: Relevant regulations, laws and legislation, Claims handling, Claims Verification and Validation, Claims litigation, Claims assessment / settlement, Claims finalisation, Compensation Fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles) Promotion of Access to Information Act, The Constitution of RSA, Occupation Health and Safety Act (OHS), Public Service Act, Public Service Regulation. Skills: Claims Registration, Communication verbal and writing, Data Capturing, Data & Record Management, Excellent communication, Computer Skills.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Handle claims enquiries. Render administration activities.

ENQUIRIES	:	Mr UT Qambata Tel No: (018) 387 8195
APPLICATIONS	:	Email: Jobs-NW011@labour.gov.za
NOTE	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
POST 31/12	:	**ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre: Vryburg Ref No: HR4/4/07/16 (X1 Post) Labour Centre: Mogwase Ref No: HR4/4/07/17 (X1 Post) Labour Centre: Klerksdorp Ref No: HR4/4/07/18 (X1 Post)
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedure, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organising.
DUTIES	:	To render Supply Chain Management Function in the Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management service at a labour centre (Daily). Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the Labour Centre.
ENQUIRIES	:	Mr. UT Qambata Tel No: (018) 387 8195 Email: Jobs-NW5@labour.gov.za (Vryburg) Email: Jobs-NW@labour.gov.za (Mogwase) Email: Jobs-NW013@labour.gov.za (Klerksdorp)
NOTE	:	EE target- Priority will be given to Indian Male, Indian Female, White Male, White Female.

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.

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
CLOSING DATE	:	14 September 2026, 16:00. No late applications will be accepted
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, Senior Certificate, 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. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. 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.

OTHER POSTS

POST 31/13	:	**PROJECT MANAGER: GLOBAL ENVIRONMENT 8 - PEATLANDS RESTORATION AND POLICY DEVELOPMENT REF NO: BC13/2026** (Fixed-Term: Five (5) Years Contract)
SALARY	:	R1 101 468 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma (NQF 6) in Environmental Science or Project Management or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in project management or relevant field

of which three (3 years) should be at an entry/junior managerial level (Assistant Director Level or equivalent). 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. Experience and knowledge in project / programme management and implementation. Experience in managing large multidisciplinary projects. Experience in the monitoring and evaluation of internationally funded projects. Knowledge in Biodiversity Management. Knowledge of wetlands and wetland legislation and / or experience in the restoration and/or management of wetlands. Knowledge of biodiversity financing. Sound experience in report writing. Knowledge in Financial and Procurement administrative procedures. Leadership and Management. Coordination and liaison skills; Organisational and planning; Communication skills (written and spoken); interpersonal relationship skills. Ability to gather and analyse information. Ability to work independently and in a team. Ability to work under extreme pressure.

DUTIES : Ensure effective project management. Establish the Project Management Unit (PMU) and supervise PMU staff. Ensure that national or international short-term consultants and co-executing agencies and project partners working for the project collaborate and deliver the expected project outputs. Ensure the effective and efficient day-to-day implementation of the project and manage the project according to Global Environmental Facility (GEF), Environmental Restoration Integrated Programme (ERIP) and United Nations Environmental Program (UNEP) standards, involving the Technical Advisory Committee (TAC) and Project Steering Committee (PSC) as required. Manage the project budget. Prepare financial reports, including co-financing reports, and ensure financial operations are transparent. Manage project related activities. Implement the stakeholder engagement plan together with relevant project co-executers. Provide expert knowledge and specialist services for wetland policy development and peatland restoration strategies and practices to ensure project activities are carefully planned, executed, monitored and reported on with respect to their effectiveness. Provide technical advice to project beneficiaries and review technical reports. Manage project progress, monitoring, and reporting. Conduct annual monitoring of the environmental and social safeguard (ESS) risks. Manage project committees and meetings.

ENQUIRIES : Mr. S Malete Tel No: (012) 399 9511

POST 31/14 : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: BC18/2026**

SALARY : R1 101 468 per annum, (all-inclusive package)

CENTRE : Eastern Cape

REQUIREMENTS : National Diploma (NQF 6) in Forestry / Environmental Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Indigenous Forest / Commercial Forest or related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). 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. Ability to interpret and apply National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 0f 1998), NEMA, NEMBA, and other Environmental legislations including Public Service Act, PFMA, Labour Relations Act. Knowledge of Project Management. People Management / Leadership. Planning and Organizing skills. Facilitation and Negotiation skills. Problem-solving skills. Excellent Communication skills (verbal, presentation, awareness raising and report writing). Ability to interpret regulations and develop policy. Ability to work independently and efficiently under pressure. A valid driving license and willing to travel.

DUTIES : Manage and develop policies, norms, standards, tools, and procedures for sustainable management of indigenous forests and woodlands. Monitor the implementation of policies, strategies and programmes by the regions (WIFM). Manage conservation planning and compliance with national and international biodiversity Management frameworks. Determine relative conservation and socio-economic values of forest patches as well as threats. Develop, maintain and implement Regional Forest Management plans and other subordinate plans such as Forest Estate Operational plans, which include forest rehabilitation, environmental rehabilitation, species conservation, sustainable

harvesting management, waste management, fire management and protection, infrastructure management, cultural site management. Ensure Ecological Forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial resources). Analyse the impact of environmental assessments. Ensure compliance and monitoring of Environmental legislation, especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions. Evaluate and monitor performance and appraisal of employees. Manage discipline.

ENQUIRIES : Dr.T Ramatshimbila at 067 422 3702

POST 31/15 : **ASSISTANT DIRECTOR: STATE FOREST MANAGEMENT (X2 POSTS)**

SALARY : R605 742 per annum
CENTRE : Eastern Cape Ref No: FOM62/2026
KwaZulu Natal Ref No: FOM63/2026

REQUIREMENTS : National Diploma (NQF6) in Forestry or Natural Resource Management or equivalent qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry Management / Commercial Forestry or related field. 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. Knowledge and understanding in the application of the National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998) and NEMBA including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Knowledge of Enumeration for data collection. Knowledge of Financial Management. Knowledge and understanding of stakeholder engagement. Good commination skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driving License and Willingness to travel.

DUTIES : Facilitate and coordinate the implementation, maintenance and improvement of the Sustainable Forest Management (SFM) business processes. Facilitate and implement strategies for technical forest management support service in the province. Facilitate and provide support to the development, review and implementation of the forest growth and yield model for commercial forest plantations. Provide support in the monitoring and assessment of state forest plantations in the region against the principles, criteria and indicators of sustainable forest management, including the implementation of policy and regulations. Monitor the implementation of risk mitigation plans for the state forest plantations in the region. Provide support in the development and strengthening of human resource capacity, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Facilitate the creation of work opportunities through the EPWP. Provide support to the liaison Forums within the sector. Participate in the forestry provincial development forums and development initiatives by other sector organisations.

ENQUIRIES : Eastern Cape: Ms. G Sgwabe, at 060 972 9774
KwaZulu Natal: Ms. Z Mthalane, at 082 874 3633

POST 31/16 : **ASSISTANT DIRECTOR: FOREST LAND MANAGEMENT REF NO: FOM61/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Forestry / Natural Sciences or equivalent qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or relevant field. 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 the 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), Protected Areas, NEMA, and NEMBA including Public Finance Regulations, and Public Service Regulations. Knowledge of Forestry and Environmental Management Sector. Knowledge of enumeration for collection of data. Project and Programme Management. Good commination skills (verbal and written). Computer literacy. Report writing skills. Leadership skills. Planning and organizing skills. Ability to work under pressure and with a team. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult people and to resolve conflicts. Ability to work long hours voluntarily. Good interpersonal relations skills and creativity. A Valid Driving License and willingness to travel.

DUTIES : Provide state forest land management services. Update and record changes on land register for State Forest Land. Release land no longer needed for forestry purposes. Evaluate applications for public works developments, servitudes, cessions and other real rights on released state forest land. Establish and manage land register. Facilitate registration of lease against tittle deeds. Provide support in the negotiations of terms and conditions for lease agreements. Develop specification terms for the leases. Draft lease agreements, obtain legal opinion from legal services. Facilitate the signing of leases. Manage land reform issues affecting state forest land. Liaise and mediate disputes regarding land boundaries, land use and access to state forest land. Liaise with other stakeholders such as Public Works, Public Enterprise and Rural Development and Land Reform regarding land issues. Manage the collection/calculation of rentals. Monitor forest lease and third-party agreements. Establish and implement system for monitoring. Identify areas of non-compliance. Develop intervention to address any deviation

ENQUIRIES : Ms T Dlungwana, at 072 211 3859

POST 31/17 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: CMS-CT07/2026**

SALARY : R487 197 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF 6) in Human Resource Management/ Human Resource Development/ Public Management/ Industrial Psychology or within the related field as recognised by SAQA. A minimum of 3 years' experience in Performance Management for Senior Management Services (SMS) and below Senior Management Services (Non-SMS), MS Teams and Word. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of SMS handbook. Incentive Framework; Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, OneDrive, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. PERSAL Certificate; a valid Driver's license will serve as an advantage.

DUTIES : Coordinate the submission of Performance Agreements for SMS and non-SMS members. Coordinate Mid-term and annual performance moderations for SMS and non-SMS. Ensure compliance with the submission of Performance Management documents, such as Performance Agreements, Assessments & Probations reports, etc. Facilitate and monitor the implementation of pay progression and merit awards. Coordinate implementation of OSD and incentive framework directives. Ensure proper implementation of Grade & Accelerated Progression for OSD &Non-OSD. Coordinate the management of probation for SMS & non-SMS members. Update PMDS online system for SMS and Non-SMS. Oversee performance management database and ensure alignment with PERSAL information. Quality check PMDS documents in line with SMS handbook and PMDS Directives. Facilitate PMDS training and empower of line managers and staff members for proper facilitation of

evaluations to improve the system. Manage dispute resolution or disagreement processes emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports for SMS and Non-SMS. Monitor poor performance improvement plans, dispute resolution, and update databases for SMS and Non-SMS.

ENQUIRIES : Ms S Vara Tel No: (021) 493 7218

POST 31/18 : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: CFO30/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Public Administration or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years of experience in Administration or relevant field. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of Strategic coordination/ planning; Business planning; Report/professional writing; Business process management. Knowledge of Risk management Audit procedures. Skills: Organising skills; Facilitation skills; Communication skills (Verbal and Written). Computer literacy. Ability to communicate with ministries, senior management, officials and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Knowledge of Public Service and Departmental procedures and prescripts. Service orientated Self supervision, ability to protect the confidentiality of documents. A highly developed sense of honesty.
DUTIES : Provide strategic planning and reporting support. Provide document management support (preparation of documents packs, filing, recording). Provide administration support services. Coordinate branch meetings and do follow-up as well as management of all administrative issues. Ensure coordination, consolidation and implementation of actions emanating for the Executive Management meetings. Liaise with internal and external stakeholders. Provide support on the coordination of parliamentary questions and queries/referrals, as well as stakeholder engagements. Receive all Cabinet documents. Coordinate the processing of all logistical documentation in the Chief Financial Officer's office i.e travel request; S&T, cellphone claims, 3G. Provide budget, expenditure and procurement administration support. Assist in ensuring compliance in document management in the office of the Chief Financial Officer. Provide support in coordination and consolidation of the branch inputs into strategic, business plans, and Annual Performance Plans (APPs). Provide support in the coordination and consolidation of monthly, quarterly, bi-annal and annual, oversight reports.
ENQUIRIES : Ms T Malebadi Tel No: (012) 399 9037

POST 31/19 : **SENIOR FORESTER REF NO: FOM49/2026**

SALARY : R413 001 per annum
CENTRE : Eastern Cape
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry / Natural Resources Management or equivalent qualification within the related field as recognised by SAQA. A Minimum of two (2) years' experience in Forestry or relevant field. 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. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) including other relevant legislations such as NEMA, NEMBA, CARA, Protected Areas Act, Public Services Act, PFMA and Treasury Regulations. Knowledge of the forest and environmental management sector. Knowledge of PCI&S management Framework. People management and empowerment. Client orientation and customer focus. Financial Management. Project and Programme Management. Good communication skills (written and verbal). Facilitation and negotiation skills. Conflict management skills. Planning and organising skills. Good interpersonal relations skills. Ability to work under pressure and work long hours. Ability to work individually and in a team. A Valid Driving license and willingness to travel.

DUTIES : Render commercial activities in state forest plantations. Implement operational plans for the state forest plantations. Quality assure work rendered by services providers. Development of management plans. Assist in compiling and updating annual plans of operations. Plan and conduct physical verification for state forest plantations in the region. Monitor compliance with applicable business processes for management of state forest plantations. Prepare weekly and monthly reports. Implement the Audit Action Plan and keep record of evidence. Create jobs through Expanded Public Works Programme. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act (NFA), Conservation of Natural Resources Act (CARA) and National Veld Forest Fire Act (NVFFA). Administer forestry support services. Participate in stakeholder engagements. Conduct awareness campaigns. Management and supervision of employees.

ENQUIRIES : Eastern Cape Mr. S Klaas, at 060 973 8728

POST 31/20 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A (DATABASE ADMIN) REF NO: OC25/2026**

SALARY : R407 337 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) in science, or relevant qualification within the related field as recognised by SAQA. Compulsory registration with SACNASP as certificated natural scientist, and at least three (3) years post qualification technical (scientific) 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. Knowledge of Information systems engineering principles, scientific data formats, database design and entry, and the use of open-source database creation and management tools such as SQL. Proficiency in programming skills in minimum one computing language, specifically Python or MATLAB, while basic knowledge of web development such HTML, PHP or JavaScript would be advantageous. Additionally, they must exercise professional judgment, conduct data analysis, perform quality assessment and control. Possess strong analytical and problem-solving skills, effective communication skills, leadership, and the ability to take direction; and demonstrate self-management, networking, planning and organisational skills, and the ability to navigate conflict management and change management.

DUTIES : The incumbent will be responsible for transforming data formats and performing routine operations on data; maintaining databases and distributing information through the Marine Information Management System (MIMS); developing and customizing operational software; applying appropriate technical procedures and skills to generate information and knowledge; compiling reports and making recommendations; routinely engaging with research staff to identify needs and requirements; and providing technical support to research staff to promote data uploads on the MIMS. Furthermore, the incumbent will provide technical support information and advice to organize scientific information so that it is FAIR – (Findable, Accessible, Interoperable and Reusable); adhere to international best practices in terms of metadata content and data format; promote and advocate MIMS to stakeholders; provide data management support to the Oceans and Coast branch to improve the monitoring of ocean processes and climate change around South Africa; and support the digitisation of the Oceans and Coast historical dataset. Additionally, the incumbent will implement software to perform technical scientific functions and tasks; design, develop and maintain open-source databases for scientific data; implement web-based tools for data visualisation and capture; provide scientific support and advice; access data from international data repositories and real-time systems; maintain continuous professional development to keep up with new technologies and procedures; conduct research/literature studies to improve expertise; support the MIMS manager to publish and present technical reports and findings; and liaise with relevant bodies/councils on scientific computing-related matters.

ENQUIRIES : Mr Tshikana Rasehlomi, at 071 175 8407

POST 31/21 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A (ENVIRONMENTAL INTERACTIONS RESEARCH) REF NO: REF NO OC24/2026**

SALARY : R407 337 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF 6) in Biological Science, or equivalent qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as certificated natural scientist. Three (3) years' relevant post-qualification technical experience is required. Experience in research design and application of data collection methods. 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. Familiarity with data management/ quality control and parameters for validation. Computer literacy, including coding. Experience in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Ability to organise and participate in field work and/or go to sea for extended periods. Sound laboratory knowledge and experience. The following would be an added advantage; a small craft skipper's certificate (Merchant Shipping Act, 1951); commercial dive qualification or willingness to train for one. Experience working with automated image analysis equipment and microplastics sampling and analysis equipment.
DUTIES : The candidate's responsibilities will include the following: Provide technical assistance to research on biological oceanography and climate change processes around South Africa. Implement technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Prepare for and participate in research activities. Conduct data collection through field surveys. Conduct maintenance, calibration and operation of scientific equipment. Provide technical assistance to research on methodologies and technology development. Manage technical workshops and assets. Develop working relations with the client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Data management and validation. Make preparation of data and routine interpretation. Conduct analysis of technical scientific data. Formulate proposals and compile reports. Develop and customise operational procedures. Distribution of information. Maintain databases and data management. Apply the appropriate scientific and technical procedures/skills to generate information. Participate in research cruises and field trips. Conduct equipment reviews. Conduct research/literature studies to improve expertise. Liaise with relevant bodies/councils on technology-related matters. Publish and present technical reports and research findings. Maintain continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Assist/train interns & students in data processing, data formatting, data archiving, or product generation. Participate in outreach events as requested.
ENQUIRIES : Mr. Marco Worship at 082 309 7546

POST 31/22 : **FORESTRY FOREMAN: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: BC19/2026**

SALARY : R201 093 per annum
CENTRE : Eastern Cape
REQUIREMENTS : An ABET (NQF 3) or equivalent qualification. No experience required. 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 propagation methods, record keeping, and Supervisory. Sound organising and planning skills. Knowledge of operating a computer. Good communication (written and verbal), interpersonal, problem solving and numerical skills. Ability to work with difficult people. Ability to work under pressure. Ability to work with limited supervision.

DUTIES	:	Conduct production activities in line with the operational plans. Allocate task to labourers as per production sheet. Check seedlings and plants for pests and diseases. Ensure harvesting activities. Prepare fire breaks. Oversee the maintenance of the plantation, and woodlots. Weed control. Watering and fertilising the plants. Render general support functions. Conduct stocktaking. Provide training and development to staff.
ENQUIRIES	:	Ms. Nomakhaya Mengqani, at 066 328 7869
POST 31/23	:	**HANDYMAN: WOODLANDS & INDEGINEOUS FOREST MANAGEMENT REF NO: BC21/2026**
SALARY	:	R170 226 per annum
CENTRE	:	Eastern Cape
REQUIREMENTS	:	Grade 10 (NQF level 2) or relevant equivalent qualification. No experience required. 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. Knowledge of Minor maintenance, cleaning of harbor areas, administration, dry docking and safety policies. General administration skills, Maintenance and equipment. Basic finance principles. OHSA Procedures. Ability to work under extreme pressure, ability to work with difficult persons and to resolve conflicts, ability to work long hours voluntarily and ability to gather and analyse information. A valid Driving license.
DUTIES	:	Infrastructure maintenance. Cleaning and painting of walls, roof and ceiling, filling for potholes, clearing road edges/fallen trees, watering of plants, skoffeling along the fence and around the building and maintain hedge trees and campsite. Rehabilitation of degraded forest areas. Slashing of alien plants, planting of indigenous seeding. Manage fires. Skoffelling of fire belts and tracer belts, spraying and burning of fire belts, firefighting and sharpening of tools such as hand hoes etc. Manage woodlot. Reduction and coppice shots 2 and 3 stands/stumps, Alien invasive control within woodlots and clear felling of poles left in the Woodlock after harvesting of timber has been conducted.
ENQUIRIES	:	Ms. S Sibetyu, Cell No: 066 328 7868
POST 31/24	:	**SECURITY OFFICERS: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT (X9 POSTS)**
SALARY	:	R170 226 per annum
CENTRE	:	KwaZulu – Natal Weza State Forest Ref No: BC07/2026 (X2 Posts) Umzimkhulu State Forest: Ref No: BC08/2026 (X1 Post) Sokhulu State Forst: Ref No: BC09/2026 (X2 Posts) Nkwezela State Forest: Ref No: BC10/2026 (X2 Posts) Mthunzini State Forest: Ref No: BC11/2026 (X1 Post) Eastern Cape: Ref No: BC22/2026 (X1 Post)
REQUIREMENTS	:	Grade 10 (NQF level 2) or equivalent qualification. Private Security Industry Regulation Act (PSiRA) certificate. No experience required. 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. Knowledge of the access control procedure. Knowledge of measures for the control and movement of equipment. Knowledge of prescribed security procedures (e.g. MISS, NISA, Protection of information Act, etc.) and the authority of security officer under these documents. Knowledge of the relevant emergency procedures. Security processes and procedures. Departmental and Public Service prescripts. CCTV operations. Communication skills (written and spoken), Organizational and planning. Decision-making skills. Ability to work long hours voluntarily. Ability to work independently in a team. Ability to work under extreme pressure. Conflict management and resolution.
DUTIES	:	Perform access control. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building/ premises. Estcourt visitors to the relevant employee /venue when required. Ensure that no equipment and assets of the department leave the building/ premises unauthorised. Perform proper lock up for all offices and access points. Operate and monitor control room security equipment. Ensure safety in the building and premises. Undertake building /premises patrols to identify and check. Lock or unlock main doors and trellidoors as required. Note offices that have been left unlocked and lock the mentioned office. Fire hazards exposed electronical

contacts and other fire hazards emanating from instance. Apply emergency procedures and alert emergency services and departmental management. Provide receptionist services. Ensure safety of staff and visitors. Ensure all incidents are recorded in the occurrence book/register. Ensure that the occurrence register and other registers are kept up to date. Ensure that visitors entering the forests have an approved Licence as per NFA. Assist with fire management in the forest as required. Obtain feedback from the supervisor on incidents reported. Report on missing and stolen equipment and stores.

ENQUIRIES : KwaZulu Natal Mr. Joyi, at 066 427 0897
Eastern Cape: Ms N Mengqani, at 066 328 7869

POST 31/25 : **FORESTRY SERVICES AID: WOODLANDS & INDEGINEOUS FOREST MANAGEMENT REF NO: BC20/2026**

SALARY : R144 024 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Grade 9 (NQF level 1) or equivalent qualification as recognised by SAQA. No experience required. 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. Knowledge of planting and firefighting. Communication skills, interpersonal skills and listening skills. Planning and execution, acceptance of responsibility, teamwork and self-discipline.

DUTIES : Render Silviculture functions within the plantations and forests. Conduct the marking of plots, counting and marking of trees. Maintain equipment used. Update a variety of registers regarding the aspects of work. Grade and record dried wood. Prepare site. Planting. Weeding / Manual / Chemical. Coppice reduction. Wattle Spacing. Rehabilitation of degraded sites. Maintain conservation zones. Removal of alien species. Preform forest protection tasks. Perform fire protection and suppression duties. Maintain firefighting equipment. Protect infrastructure. Perform forest protection task. Fight forest/veld fire. Perform fire protection suppression duties. Maintain firefighting equipment. Control pest/weed infection. Protect infrastructure. Render harvesting services. Clear felling. Debarking. Manual slipping of poles. Conduct log marking and pole measuring. Propagate plants and trees. Monitor the propagation of activities. Conduct record keeping of plant/trees. Produce and process poles. Cutting, drying, grading, treatment and sampling of poles. Provide support in selling of poles.

ENQUIRIES : Ms Nomakhaya Mengqani, at 066 328 7869

ANNEXURE E

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

APPLICATIONS : Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION : Ms P Kgopyane

CLOSING DATE : 11 September 2026

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

POST 31/26 : **ASSISTANT DIRECTOR: WORK-STUDY/ORGANISATIONAL DESIGN SPECIALIST REF NO: 3/1/5/1-26/17**
Directorate: Human Resource Management

SALARY : R487 197 per annum (Level 09), (Commencing salary)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Public Management /Administration/Operations Management / Management Services/ Industrial Psychology/ Human Resource Management or related equivalent qualification. At least three (3) years' relevant experience which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in Organisational Design, Job Evaluation, Organisational Development in the public sector, private sector or

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

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

ENQUIRIES : Mr P Kwerane Tel No: (012) 473 0407

NOTE : This post will be filled with a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 31/27	:	**ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-26/18** Directorate: Research Services
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Communication Sciences/Social Sciences/ Political Sciences/ Statistics. A relevant post-graduate qualification with a research component, including completion of an academic research project, will be an added advantage. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in research/ communication research (Experience gained through the completion of a full academic research project, encompassing all research processes, will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Good general knowledge and interest in current and government affairs. Skills: Competence in research design and analytical skills with proven experience in qualitative and quantitative research methodologies. Must be well-versed in all aspects related to communication research processes. Competence in qualitative and quantitative data collection as well as experience in writing research proposals or research briefs. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.
DUTIES	:	The successful candidate will assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Design qualitative and quantitative data collection instrument, including the administration of appropriate research instruments. Conduct quantitative data analysis using software such as SPSS and MS Excel programme. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Aid in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research Services. Work as part of a team in the Directorate and GCIS project teams.
ENQUIRIES	:	Ms Getrude Sadiki Tel No: (012) 473 0095
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Note: This is a re-advertisement, candidates who previously applied need not reapply. This post will be filled by a candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

ANNEXURE F

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/

CLOSING DATE : 11 September 2026

NOTE : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks, and the successful candidate will undergo security vetting in order to confirm employment. 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. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. These are fixed-term contracts posts additional to the establishment for 12 (twelve) calendar months in terms of Regulation 57(2) of the Public Service Regulations, 2016. The contract may be extended based on operational needs or requirements, continuation of the project, continued absence of incumbent whichever applies, subject to approval by the Executive Authority or delegated Head of Department and availability of funds. This appointment does not create a legitimate expectation of permanent employment or automatic renewal. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POSTS

POST 31/28 : **FINANCIAL ANALYST: JOBS FUND PMU REF NO: G12/2026**
Term: 12 Months Fixed Term Contract

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : Bachelor Degree / Advanced Diploma/ BTech Degree (NQF 7) in Finance, Project Finance or Economics or a related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/internship experience. Experience in the public sector would be advantageous. Competencies required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating oneself and others as a result of this awareness, and for managing emotions within oneself and in

others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to labour markets and active labour market policies, with an emphasis on youth employment. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions, with a focus on youth employment. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

DUTIES : The purpose of this role is to perform financial analysis on Jobs Fund (JF) projects, with specific focus on the National Pathway Manager's contractual obligations and financial governance requirements. The role supports activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund (JF) policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the JF in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities in relation to the annual contracting process with the National Pathway Manager. Conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project appraisal documents. Jobs Fund Portfolio of Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation projects. Jobs Fund Performance and Reporting: Coordinate with other members of the JF to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 31/29 : **PROJECT MANAGER: JOBS FUND PMU REF NO: G13/2026**
Term: 12 Months Fixed Term Contract

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree/ Advanced Diploma / BTech Degree (NQF 7) in Development Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A postgraduate qualification (NQF 8) in Development Finance, Economics, Business Management, Project Management, or Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 of which at a management level. Competencies required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation,

procurement and financial management. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining an information system. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions, with an emphasis on youth employment. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; and labour management and employment in South Africa. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets, including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results

Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); or challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES : The purpose of this role is to lead the planning, management, organisation and monitoring of project implementation within the Jobs Fund (JF), with specific responsibility for the National Pathway Manager. The role also contributes to the Jobs Fund's knowledge and learning agenda by supporting evidence-based insights, continuous improvement and shared learning across projects. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of the National Pathway Manager to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage the successful implementation of projects for the full cycle of each project, including quality maintenance of project records and documentation; guidance and direction in terms of Fund objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support of data population and management of information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conducting commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure project documentation conforms to agreed standards and procedures, and review progress against milestones and targets, including a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist with ensuring that governance requirements of professional project management and those applicable to the National Treasury are adhered to. Make recommendations aligned with the project specifications, ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement strategic management and planning activities as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the JF to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder Engagement: Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 31/30 : **MONITORING AND REPORTING (MR) EVIDENCE CHECKER: JOBS FUND PMU REF NO: G14/2026**
Term: 12 Months Fixed Term Contract

SALARY : R237 453 - R279 708 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF Level 6) in Economics, Monitoring & Evaluation, Data Quality, Finance, Accounting / Bookkeeping, Public Management / Administration, Auditing, or a related qualification. A minimum of 2 years' experience in an administration, finance or Monitoring & Evaluation position. Proven relevant experience as a data quality auditor/verifier will be an added advantage. Competencies required: Attention to Detail: Exceptional attention to detail is required. The ability to adhere to very high standards with respect to data quality, accuracy, and the early identification of discrepancies. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Data Verification: Relevant experience and knowledge on how to collect reliable, valid and accurate data. Experience in conducting data verification exercises and data quality audits. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Monitoring and Reporting: Knowledge of monitoring and evaluation frameworks and indicators, evidence verification and reporting approaches and tools. Organisational Awareness: The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the

implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Stress Tolerant: The ability to work in a highly pressurised and deadline-driven environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES : The purpose of this role is to conduct ongoing and thorough verification and filing of information obtained from a variety of data sources submitted by project partners in the Jobs Fund (JF), with a specific focus on the National Pathway Management Network. In addition, the role ensures that all participants in the various supported programmes are authentic and have received the services as reported by project partners. Data Verification & Quality Assurance: Conduct thorough data verification of all data to ensure all data captured on the databases is accurate and valid. This includes comprehensive checking of reported data against source documents. Assess the accuracy and completeness of the source documents and highlight discrepancies. Conduct telephonic authentication of programme participants and document the support received by the programme, logging all calls made on the official call log. Verify all reported data against participant training registers and timesheets. Record the errors that are identified as per the error log process. Coordination & Reporting: Produce verification and error reports for the Team Leader. Follow up on any outstanding evidence that was flagged for correction or update. Keep track of the evidence and documentation being submitted and returned. Communicate all data discrepancies to the Team Leader on time. Participate in meetings and follow-ups with both internal and external stakeholders where applicable. Administration: Maintain file-naming protocols and maintain accurate records in the document storage facility. Provide general administrative support to the team and Team Leader as required. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Where required, assist the Team Leader and team in research projects on job creation, employment and systemic change, and collect, collate, distribute and file reports.

ENQUIRIES : HR Enquiries: Kaizer Malakoane 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ekurhuleni TVET Colleges)
(Maluti TVET College)
(College of Cape Town TVET College)

OTHER POSTS

POSTS 31/31	:	**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ASD/IT/CCT/08/2026**
SALARY	:	R487 197 per annum: (Level 09)
CENTRE	:	College Of Cape Town Tvet College, Central Office
REQUIREMENTS	:	Grade 12/ Matric with a National Diploma or Degree in Information Technology or equivalent qualification. Three (3) to five (5) years' experience in an IT environment, of which three (3) years must be supervisory experience. Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa). A valid Code B driver's license. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Administer computer hardware, software and network. Accurate administrative, as well as planning and organising skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organizing, as well as People management skills. Must have integrity, be committed, proactive and loyal.
DUTIES	:	Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are workshopped for all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network & Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that it is valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access to intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.
ENQUIRIES	:	Mr B Klaas Tel No: (021) 404 6700
APPLICATIONS	:	The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za
NOTE	:	The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum

Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Department Of Higher Education And Training (College of Cape Town TVET College) College of Cape Town Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applications received after the closing date and those that do not comply with the requirements will not be considered.

CLOSING DATE : 15 September 2026 at 16:00

POST 31/32 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ASD/FM/CCT/08/2026**

SALARY : R487 197 per annum: (Level 09)
CENTRE : College Of Cape Town TVET College, Central Office
REQUIREMENTS : Grade 12/ Matric, with a recognized National Diploma or degree in Financial Management at NQF7 or equivalent qualification. Three (3) to five (5) years' experience in a Financial Management/ Senior State Accounting environment, of which three (3) years must be supervisory experience. Excellent communication skills (Written and Verbal). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English.) A Valid Code B driver's license. Proficient in Microsoft Office. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act. Knowledge of Financial Management Systems. Knowledge of PSET and CET Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Budget forecasting and management skills. Accurate administrative, as well as planning and organizing skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organizing, as well as People management skills. Must have integrity, be committed, proactive and loyal.

DUTIES : Collection and recording of revenue. Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipts and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorder. Oversee that banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value. Debt Management. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officers' approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the

development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure Management: Compensation of employees: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the quality assure all payroll transactions. Authorizes reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliation etc.) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with the budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment /subsidy and that they comply with the relevant financial legislative requirements. Authorize the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyze expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would inter alia entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisors. Advise and lead supervisors with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees 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.

ENQUIRIES : Mr B. Klaas Tel No: (021) 021 404 6700

APPLICATIONS : The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za

NOTE : The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

CLOSING DATE : 15 September 2026 at 16:00

POST 31/33	:	**ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: ASD/MAC/CCT/08/2026**
SALARY	:	R487 197 per annum: (Level 09)
CENTRE	:	College of Cape Town TVET college, Central Office
REQUIREMENTS	:	Grade 12/ Matric with a National Diploma or degree in Marketing, Communications or Public Relations or relevant qualification. Three (3) to five (5) years' relevant experience in a Marketing/ Communication environment, of which three (3) years must be supervisory experience. Computer Literacy in MS Office Word, Excel and PowerPoint), Adobe, Photoshop etc. Excellent communication skills (Written and Verbal). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English.) A Valid Code B driver's license. The ideal candidate must have knowledge of the policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation. The following skills must be present: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership including people management. The ability to meet tight deadlines and work under pressure with sound organisational skills. Strong client liaison and sales negotiation skills. Excellent internal and external communication skills. A creative and innovative approach to marketing and communication. Extensive experience in publications. Must have integrity, be committed, proactive and loyal.
DUTIES	:	Driving a proactive and integrated marketing strategy to enhance the College of Cape Town brand, values and education and training services. Implementing the corporate communications strategy. Managing the Department of Marketing and Corporate Communications. Establishing and implementing a media liaison strategy for the College. Implementing a communication strategy for internal and external stakeholders, liaising with business and industry. Manage and coordinate marketing, promotions and branding including: Developing and managing college brand identity, Manage all college signage and document branding (letterheads, certificates, etc.), Formulate and ensure implementation of the college branding strategy, Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information, Managing special events, promotional activities and projects of the College. Manage public relations and media liaison services: Manage all media and general community liaison and communications. Manage all college events including exhibitions participation, prize giving, official functions and special marketing events, Coordinate of media queries and responses as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Regularly maintain the content, design and layout of the college website: Provide photographic services and write stories for the colleges. Draft articles for the department/college 's electronic newsletter. Take pictures at the event that will make part of the article, Marketing the department through branding at these events, Sub-editor to the monthly electronic newsletter, Gather all articles from colleagues and college activities, Submit articles for compilation, verify and forward for approval: Management of all Human, Financial and other resources of the unit: Render management service to the staff, Manage the development and performance of the staff, Manage the performance agreement of the staff.
ENQUIRIES	:	Mr B. Klaas Tel No: (021) 021 404 6700
APPLICATIONS	:	The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za
NOTE	:	The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant

documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

CLOSING DATE : 15 September 2026 at 16:00.

POST 31/34 : **HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS EKURHULENI EAST TVET COLLEGE REF NO: EEC-EHWP-01-01/2026**
These posts are based in Ekurhuleni East TVET College
Branch: Technical And Vocational Education and Training
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : TVET Colleges
REQUIREMENTS : A Grade 12 / Matric / Level 4 certificate. An appropriate Diploma / Degree qualification with Psychology Bachelor's Degree with psychology, sports science, Employee Assistance Programme/ Employee Wellness Certificate will be an added advantage. 1-2 years' experience in Employee Health & Wellness field / Employee Assistance Programme. Registration with SACSSP/HPCSA/EAPSA is a prerequisite. Computer Literacy. A valid driver's Licence. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management includes psychosocial, physical, financial and organisational wellness. Understanding Health and Productivity, including PILIR. In-depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Planning and organizing skills. Written and verbal communication skills. Presentation and Report Writing. Adhere to professional bodies code of conduct. Undertake other duties assigned by immediate supervisor.

DUTIES : Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Assist with the implementation of health and wellness policy for the College. Proactively develop relationships with employees by making an effort to understand their needs, anticipate and provide solutions to their needs. Proactively engage with high-risk employees through the various channels (calls, face-to-face sessions and onward referrals) to lower their risk over time. Liaising with third parties to gather information and resolve issues timeously. Identifying opportunities to offer information and make suggestions based on an employee's needs. To ensure continuity of care for the employees, through follow-up interactions. Establish and maintain relationships at all levels with external partners and internal departments to facilitate expeditious resolution of queries. Conducting Trainings on staff development. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness surveys. Coordinate all logistical arrangements for workshops on Health and Wellness programmes to create awareness and support. Promote psycho-social/physical wellness of employees in the College. Provide counselling. Provide interventions to mitigate absenteeism. Monitor programmes to manage lifestyle diseases and Health risks. Provide logistical support in commemoration for National Health events in accordance with national strategic plan. Comply with the DHET and College policies and procedures. Adhere to Department of Higher Education & Training and College policies and procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS	:	Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs, 1560. Applications must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College, Central Office, Sam Ngema Road, Kwa – Thema.
NOTE	:	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the Internet At www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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	:	04 September 2026 at 09H00.
POST 31/35	:	**CHIEF ADMINISTRATION CLERK REF NO: MALUTITVET/CORP-001/2026** Nature of Appointment: (Council Paid) 03 Years Contract
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Maluti TVET College: Corporate Office
REQUIREMENTS	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificate (Introductory PERSAL Certificate). 2-3 years relevant experience in Human Resource Management/ Administration environment. Competencies: Understanding and utilisation of the PERSAL system. Understating of legislative framework governing the Public Services Storage and retrieval procedures in terms of the working environment Understanding of the work in registry Computer Literacy (MS Word, MS Excel and MS Power Point). Unendorsed Valid Drivers License. Knowledge of office administration. Knowledge of Public Service legislation and policies.
DUTIES	:	Provide conditions of services and remuneration of employees Process Pension, Housing Allowance and Long Service benefits etc Keep all signed contract of employment forms on salary levels 2 to 8. Process employee leave. Maintain staff files (employment contracts, details, leave forms etc.). Receive all termination paperwork and terminate employees as and when required. Process payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Provide Recruitment and Selection services to the College Process applications, handle responses and short-listing processes. Screen CV's; prepare preliminary shortlists, final shortlists with responsible managers for submission to the short-listing committee. Prepare for interviews (i.e arrangements of interviews such as dates, venues, and invitations to candidates). Coordinate the verification of all applicants' qualifications. Develop and update recruitment database. Update personnel files. Safe keep all Human Resource Records. Provide records as and when required for auditing purposes. Dispose files in terms of the

applicable legislations and approved College policy. Handle incoming and outgoing correspondence. Maintain a database of all incoming and outgoing mail. Maintain register of file index on (filing system)

ENQUIRIES : NJ Ntsela Tel No: (058) 303 1732

APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. 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. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 11 September 2026 @13:00

POST 31/36 : **PLACEMENT CLERK (X2 POSTS)**
Nature of Appointment: (Council Paid) 12 Months

SALARY : R237 453 per annum (Level 05)

CENTRE Maluti TVET College

REQUIREMENTS : National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 Degree / National Diploma in Business Administration / Management, Management Assistant, Office Management, Public Relations/Management, Marketing Management, Public Relations or equivalent qualification. A valid driver's license. Competencies: Be able to work under pressure. Be customer orientated. Attention to detail and excellent Organisational skills. Good communication skills (written and orally). Computer literacy (MS Word, MS Excel and MS Power point). Knowledge about SETA's May be added advantage. Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Minimum of 1-year experience in the administration of projects.

DUTIES Applying for discretionary grants from various funders on behalf of the college. Ensure the: Orientation and inductions of interns and host employers so that they understand the work Placement process, the level of support available and are fully equipped to undertake successful Work placement. Organise

work placements and support students in the work placement process. To organise and attend placements visits to monitor the progress of students, and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and Telephone enquiries internally and externally. Implementing student work readiness programs Including resume writing, interview preparations workshops, etc. organizing group networking Events for all partners students, businesses and stakeholders. Maintaining a current database of Employers and students' placements. Writing reports and assisting with internship and experiential Program processes and procedures. Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders, Maintain the student tracking system, Maintain and update employer and student placement database, develop quality electronic report and statistics, Monitoring and evaluation of work placement practices, conduct work-based assessment for students. Act as the initial point of contact for minor logistical issues or scheduling conflicts raised by employers or learners, escalating major disputes to senior coordinators. Verify attendance records and data inputs required for the payout of learner stipends or the unlocking of SETA funding. Organize electronic and physical learner files to ensure complete traceability during regular regulatory quality assurance audits.

ENQUIRIES : NJ Ntsela Tel No: (058) 303 1732

APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. 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. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 11 September 2026 @13:00

ANNEXURE H

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 11 September 2026 at 16:00

NOTE : 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. 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. 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.

OTHER POSTS

POST 31/37 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/1/1/1/2026/219**
Directorate: Quality Assurance and Administration

SALARY : R487 197 per annum (Level 09)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience in an information management environment. A valid driver's licence. Job related knowledge: Knowledge of Restitution process. Knowledge of total quality management. Knowledge of financial management processes and procedures. Knowledge of National Archives Act. Knowledge of information management. Understanding of most prevalent systems (i.e. database management system, transactional processing system, document management system). Practical knowledge of the Public Finance Management Act, Treasury Regulations and other related prescripts. Computer literacy with expert knowledge of full Microsoft Office suite. Knowledge of relevant standards, statutory and

regulatory frameworks. Job related skills: Proven managerial and project management. Good planning, organising and problem-solving. Good communication (verbal and written). Computer literacy. Program management skills. Good interpersonal relations. Ability to research. Report writing and statistical analysis.

DUTIES : Manage land claims information and records, database systems and data capturing in the province. Standardisation / restructuring of land claims files. Retrieval and filling of land claims files. Conducting of office searchers on long loaned files. Digitisation of paper-based land claims files. Update land claims statistical database. Reconciliation of land claims statistical information. Submit terms of reference for issuing of purchase order for the publication of land claims in the government gazette. Request quotations for publications of approved land claims gazette notices. Send quotation for the publication of land claims gazette notices. Publish land claims gazette notices. Send published land claims gazette notices to the Project Officers and managers including filling of such record in the relevant land claim files. Receive invoices for the published gazette notices from the Government Printing Works. Submit received invoices to supply chain management for payments. Maintain the land claim gazette database. Collate, analyse and summarise and claims data, compile and disseminate statistical reports. Provision of information to internal and external clients. Update land claims statistical database. Reconciliation of land claims statistical information. Receive land claim enquiries. Maintain land claims enquiries database. Compile statistical reports on the status of land claims. Submit land claims statistical reports. Provide of land claims statistical reports. Manage land claims lodgement process. Receive outstanding lodgement documents from the claimants. Update contact details of claimants on the electronic lodgement system. Manage the screening process of lodged land claims in the province. Categorised lodged claims per district and municipalities within the province. File lodged land claims files per their respective municipalities. File lodged land claims files per project. Manage registry services. Manage mail and courier services. Manage and coordinate messenger services. Manage registry automation services. Manage registry counter services including retrieval and filling of files and documents. Manage and coordinate messengers / driver services. Manage the usage of registry automation (photocopies). Provide management reports. Retrieve and provide reports / statistics. Provide management reports on land claims statistics.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post219@dlrrd.gov.za

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

POST 31/38 : **SENIOR PROJECT OFFICER REF NO: 3/1/1/1/2026/220**
Directorate: Operational Management

SALARY : R413 001 per annum (Level 08)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : 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 related equivalent qualification. Minimum of 2 years' experience in land reform environment. A valid driver's license. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans. Thorough knowledge in land reform and development related issues. Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Job related skills: Project management. Negotiation. Contract management. Leadership ability. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing ability. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking ability. Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette the claim. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting

documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolution of the claims. Prepare terms of reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisation of lodged claims Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claims enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Ms C Wessels at (076) 793 1597

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post220@dlrrd.gov.za

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

ANNEXURE I

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa,1996, and in particular the Employment Equity Act,1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E mails stated below.

CLOSING DATE : 14 September 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. All SMS posts will be subjected to a lifestyle audit. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. 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 (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs

OTHER POSTS

POST 31/39	:	**SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/303** National Prosecutions Service (Re-advert)
SALARY	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
CENTRE	:	CPP: Ntuzuma (KwaDukuza)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting/litigation and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
DUTIES	:	Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
ENQUIRIES	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS	:	e mail: Recruit2026303@npa.gov.za
POST 31/40	:	**STATE ADVOCATE REF NO: RECRUIT 2026/304** National Prosecutions Services
SALARY	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE	:	DPP: Mmabatho
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
DUTIES	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES	:	Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS	:	e mail: Recruit2026304@npa.gov.za

POST 31/41 : **STATE ADVOCATE REF NO: RECRUIT 2026/305**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : CPP: Durban
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and expertise in the litigation of GBVF matters. Positive security clearance inclusive of the National Register for Sex Offenders (NRSO). Extensive knowledge of the law in respect of GBVF including Sexual offences, Domestic Violence, Child Justice, Trafficking in Person and Maintenance. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Skilled in the usage of Microsoft Power Point, Microsoft Teams, Microsoft word, Microsoft excel, Microsoft Outlook is mandatory. Strong Communication and Presentation Skills. High Court litigation experience will be an added advantage. A valid driver's license.
DUTIES : Provide services in respect of the designated Thuthuzela Care Centre (TCC) which includes Prosecutor Guided Investigations (PGI) in respect of matters reported to a TCC or referred to them. Tracking, monitoring and facilitation of GBVF cases through the Criminal Justice System. Secure the attendance of witnesses, investigating officers and accused in custody at court. Contribute to the reduction in turnaround time in the finalisation of GBVF cases to nine (9) months as per the unit's strategy. Assist to improve stakeholder relationships which includes regular follow-ups and facilitating of meetings with stakeholders. Increase the conviction rate in GBVF cases. Perform other duties and activities as requested by the Provincial Manager or Head of Unit. Assist in the establishment and functioning of Thuthuzela Care Centres. Provide training to relevant role players and stakeholders including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State when required to do so by the SOCA unit and perform any act incidental thereto and carry out the duties and functions assigned to a prosecutor under any act and/or Policy Manual. Study and assess allocated decision case dockets and make prosecutorial decisions. Collation and submission of TCC statistics and any other statistics required by the SOCA unit. Compulsory participation in public awareness campaigns as required by the SOCA unit.
ENQUIRIES : Phiwa Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026305@npa.gov.za

POST 31/42 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2026/307**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R932 292 per annum (Level 11), (Total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum five (5) years' experience in Human Resource Management of which three (3) years must be working experience at a junior management level (salary level 9/10) dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Excellent knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Able to work independently and in a team. Good administration skills. People management and empowerment. Planning and prioritizing skills. Customer focus and responsiveness. Problem solving and decision making.
DUTIES : Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees.

		Filling of positions in the organization. Participate in policy formulation and project activities. Oversee all functions of staff provisions, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Compile monthly and other reports on request systems and policies, i.e framework and policy development.
ENQUIRIES	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS	:	e mail: Recruit2026307@npa.gov.za
POST 31/43	:	**REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/306** National Prosecutions Service (Re-advert)
SALARY	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
CENTRE	:	CPP: Mthatha (Flagstaff)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
ENQUIRIES	:	Ziyanda Mthwazi Tel No: (047) 501 2632
APPLICATIONS	:	e-mail: Recruit2026306@npa.gov.za
POST 31/44	:	**PROTECTOR REF NO: RECRUIT 2026/308 (X2 POSTS)** Office for Witness Protection (1 Re-advert)
SALARY	:	R605 742 per annum (Level 10), (excluding benefits)
CENTRE	:	Eastern Cape (Gqeberha)
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) qualification. Must have at least two (2) years' experience in the field of the post. Must have police, military, or correctional services basic training. Must have successfully completed a SWAT or Tactical Police course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
DUTIES	:	Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist

in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United Nations Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally) Office administration.

ENQUIRIES : CH Loots Tel No: (041) 045 0402
APPLICATIONS : e mail: Recruit2026308@npa.gov.za

POST 31/45 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2026/309**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience in Human Resources Management dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. Willingness to travel.
DUTIES : Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filing of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions and staff provision, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Compile monthly and other reports on request systems and policies, i.e framework and policy development.
ENQUIRIES : Mr. Jacobus Hayward – 012 845 6178
APPLICATIONS : e mail: Recruit2026309@npa.gov.za

POST 31/46 : **ASSISTANT DIRECTOR: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2026/310 (X3 POSTS)**
Office for Ethics and Accountability
(Re-adverts)

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Law or Forensic Investigation, Policing, Ethics, Auditing or equivalent qualification. At least three (3) years' relevant experience in investigation, auditing and research. Be conversant with integrity, Ethics Management aspects and investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain

security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Lead complaints investigation received within the NPA and the general public. Liaise with complaints on the status of investigation. Lead fraud and corruption investigations within the NPA and also unethical conduct, irregular expenditure, lifestyle investigations, financial misconduct and hotline related cases. Perform risk assessments and issues related to fraud and corruption. Conduct investigation research. Human resources management. A valid driver's licence.

ENQUIRIES : Kenneth Lehutjo Tel No: (012) 845 6879
APPLICATIONS : e mail: Recruit2026310@npa.gov.za

POST 31/47 : **ASSISTANT DIRECTOR: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2026/311**
Office for Ethics and Accountability
(Re-advert)

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) in Social Science/Business Management or equivalent qualification. At least three (3) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Conduct service inspections within the NPA. Conduct preparatory research for service inspection including data sourcing and analysis. Notify target audience of inspection. Conduct interviews and/ workshop where appropriate. Gather service performance data and information from inspection site. Compile and submit service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Inspect feedback for possible inspections. Develop and implement service delivery programmes. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

ENQUIRIES : Tshepo Ramalobela Tel No: (012) 845 6908
APPLICATIONS : e mail: Recruit2026311@npa.gov.za

POST 31/48 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/312**
Asset Forfeiture Unit

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Officer
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey

messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Phumelele Simelane Tel No: (012) 845 7772
APPLICATIONS : e mail: Recruit2026312@npa.gov.za

POST 31/49 : **SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/313 (X2 POSTS)**
Strategy, Operations and Compliance - Human Resources Management

SALARY R413 001 per annum (Level 08), (excluding benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 2 years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act, Skills Development Act, Knowledge of HR information management. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. Willingness to travel.

DUTIES : Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service recognition. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process of injury on duty. Monitor the processing of salary adjustment. Implementation job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026313@npa.gov.za

POST 31/50 : **HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/314 (X4 POSTS)**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment

Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.

DUTIES : Implement and ensure compliance with policies and procedures. Administer recruitment, selection and appointment. Administer probation administration. Liaise with customers/stakeholders. Provide HR administration services. Compile and submit monthly HR statistics. Accommodation and travel claims. Prepare memorandums for remuneration and service benefits. Processing of state guarantees. Processing of housing allowances. Processing of long service recognition. Processing of leave, service bonus, performance rewards, pay progression, general salary adjustments, acting allowance, resettlement and overtime. Process retirement, resignation, dismissal & death. Process staff movement.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026314@npa.gov.za

POST 31/51 : **HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/315**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 2 years relevant experience in Human Resource Administration dealing with the recruitment processes and public service remuneration. Working knowledge of PERSAL. PERSAL introduction course compulsory. Excellent knowledge of MS Excel. Knowledge of other MS Office packages. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.

DUTIES : Deal with the advertising of positions and related aspects, like the filing, communication and record keeping of advertising requests, panel approvals, etc. Following up on outstanding panel requests as well requests to advertise posts. Dealing with remuneration matters for the National Prosecuting Authority for Public Service Act and NPA Act employees. Generate and compile monthly, quarterly and annual reports. Keep monthly data of relevant information for monthly, quarterly and annual reports.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026315@npa.gov.za

POST 31/52 : **ADMINISTRATIVE OFFICER: COMPLAINTS REGISTRATION REF NO: RECRUIT 2026/316**
Office for Ethics and Accountability
(Re-advert)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate three (3) year Diploma (NQF 6) in policing, Forensic Investigation, Internal Auditing and Criminology. Two (2) years relevant experience. Knowledge and experience in dealing with complaints and complainants. Knowledge of case management/data management and general administration skills. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel

extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Provide an effective scanning of internal and external complaints received by the NPA. Provide reports on complaints received. Scan and capture complaints on the database. Allocation of complaints to relevant business unit for further action. Categories alerts against criteria. Identify complaints reviewed and allocated to various units for action. Provide feedback on complaints lodged on the database. Obtain outcome and update outcome on cases from relevant business units. Provide administrative support duties to the Service Inspection and Improvements Division. Compile monthly, quarterly and annual reports on complaints detected. Update registers and statistics.

ENQUIRIES : Salome Modibedi Tel No: (012) 845 6813
APPLICATIONS : e mail: Recruit2026316@npa.gov.za

POST 31/53 : **ADMINISTRATIVE OFFICER: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2026/317 (X2 POSTS)**
Office for Ethics and Accountability
(Re-adverts)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate three (3) year Diploma (NQF 6) in Policing, Forensic Investigation, Internal Auditing and Criminology. Two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Ensure proper complaints management process. Prepare updates and provide progress reports on complaint under investigation. Disseminate complaints to investigators for investigations. Compile and provide statistics and progress reports on investigations. Provide administrative support within the Directorate by handling routine enquiries. Keep and maintain the incoming and outgoing register for the office. Record, organize, store, capture and retrieve correspondence and data.

ENQUIRIES : Salome Modibedi Tel No: (012) 845 6813
APPLICATIONS : e mail: Recruit2026317@npa.gov.za

POST 31/54 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/318**
National Prosecutions Services

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration/ Public Administration/ Finance or equivalent. Minimum of two (2) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and National Treasury Regulations. Sound planning and

organising skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act independently. Willing to travel and able to work after hours. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. A valid driver's License.

DUTIES : Supervise and render clerical support services. Supervise and provide supply chain management services within the region. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Supervise and provide financial administration support services. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Supervise and provide personnel administration services within the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Allocate and ensure quality of work. Assess staff performance and apply discipline. Supervise staff.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9040
APPLICATIONS : e mail: Recruit2026318@npa.gov.za

POST 31/55 : **FINANCE CLERK: SALARIES AND BANKING REF NO: RECRUIT 2026/319 (X2 POSTS)**
Strategy, Operations and Compliance – Financial Accounting

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good people skills. Sound interpersonal and communication skills.

DUTIES : Provide support to the office with regards to payroll administration functions. Prepare and process salary payments and allowances. Prepare and capture general journals. Process third party related transactions. Filing of all documents. Assist with salary related queries.

ENQUIRIES : Jenny Coertzen Tel No: (012) 845 6073
APPLICATIONS : e mail: Recruit2026319@npa.gov.za

POST 31/56 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/320**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Thohoyandou
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with Generate reports from ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management. Capturing new cases on the electronic case management system (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutions. Make photocopies of charge sheets in finalised cases. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Receive and collate statistics. Update court statistics registers on a daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw reports from ECMS for submission to Supervisors for monthly reporting. Conduct data verification, i.e., statistics verification. Update electronic case register as and when additional data becomes available. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court date

es consultations and provide complainants with outcomes of cases. Prepare and maintain files. Release appropriate documents to any other interested party. Provide high level administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Perform any other duties as deemed necessary by supervisor/manager.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail: Recruit2026320@npa.gov.za

POST 31/57 : **HUMAN RESOURCES CLERK (HELP DESK) REF NO: RECRUIT 2026/321**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. PERSAL introduction course compulsory. Excellent knowledge of MS Excel. Knowledge of other MS Office packages. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
DUTIES : Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle invoices and monitor them and relevant budget items. Handle routine enquiries including confirmation of employment. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Keep and maintain the filing system for the component. Quality check incoming HRM documentation before distribution. Administrative support to the Directorate: HRM as and when required.
ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : mail: Recruit2026321@npa.gov.za

POST 31/58 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/302**
National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
DUTIES : Provide high-quality administrative support to the office. Design and keep a well-organised administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026302@npa.gov.za

ANNEXURE J

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 : **Gauteng/Johannesburg/Pretoria**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
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.
Eastern Cape Provincial Service Centre/Gqeberha/ East London: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE : 11 September 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 the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 31/59 : **LAW RESEARCHER REF NO: 2026/116/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of an LLB Degree at (NQF level 8) as recognised by SAQA. A minimum of three (3) years' legal research experience. Superior court or litigation experience/A valid driver's license will be an added advantage. Knowledge and skills: Knowledge of Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practise Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal & written), problem solving, decision-making, excellent research and analytical skills, report writing and editing, financial management, strategic, presentation, planning and organising, computer literacy (Word, PowerPoint and Excel), applied strategic thinking, budgeting and financial management, communication and information management, customer focus and responsiveness, diversity management, impact and Influence, managing of interpersonal conflict, networking and building bonds, project management and team leadership.

DUTIES : Provide support with legal research on various legal issues, statutes, rules, regulations and case law. Analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/116/OCJ@judiciary.org.za

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

POST 31/60	:	**PRINCIPAL LIBRARIAN REF NO: 2026/117/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Gauteng Division of The High Court: Johannesburg
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Library Science/ Information Science or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' experience in Library Services. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of Library and Information Science matters, Library prescripts, legislation, procedures, processes and library services. knowledge of free legal sites to access information, knowledge of online databases (LexisNexis, Juta stats, Westlaw, Sabinet and SAFLII); understanding of information management and research skills to retrieve information; Basic understanding the Constitution act, 1996, Promotion of access to Information Act, 2 of 2000 and Protection of Personal Information Act, 4 of 2013. Batho Pele Principles, skilled in communication, planning and organising, computer literacy (Microsoft Office). customer services, supervisory skills, report writing, interpersonal relations, research and analytical skills.
DUTIES	:	Monitor the collection, cataloguing and publications of Library materials within the court, identify and select the relevant material to be procured at court Library in accordance with library policies and guidelines. Assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals. Apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of Library material, monitor the usage of library information resources both hard copies and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders, facilitate the submission of standing orders for the court, monitor the rendering of library and Information Services to Judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep update on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools and online subscriptions. Facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation handed down judgments both pdf and word version to Publishers and external stakeholders on request, ensure the circulation of finalised Judgments of interest to other Judges, provide reference assistance and library awareness within the court, provide reference assistance to judges, lawyers, court staff and the public. provide support with legal research, citation verification and locating relevant legal precedents. Conduct training sessions for legal professionals on effective legal research methods and the use of legal databases, keep legal professionals informed about recent developments in the law through newsletters, alerts and other current awareness services. Advocate for the importance of the library within the court system and promote awareness of its resources and services, coordinate and monitor effective Library Administration, coordinate Library Services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for Judges, Judges Secretaries, Registrars and Law Researchers. Monitor quarterly Budget allocations for the Library, coordinate and monitor the procurement process with Supply Chain Management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved Library publications for donations, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees 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, provide advice and guidance on asset allocation and control.
ENQUIRIES	:	Technical Related Enquiries: Ms. Linah Madisha Tel No: (010) 494 8466

HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/117/OCJ@judiciary.org.za

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

POST 31/61 : **INTERNAL AUDITOR REF NO: 2026/118/OCJ**

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a National Diploma in Internal Audit or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) year's experience in the relevant field. Knowledge of information technology (IT) audits. A valid drivers' license will serve as an added advantage. Knowledge and skills. Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Public Service Act, International Financial Reporting Standards, Recognised accounting standards, Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate, Good communication skills, Numerical skills. Ability to work under pressure, flexible, and self-confident. Skilled in computer literacy, communication, numerical skills, organising, supervisory, time management, problem solving, analysis and decision making.

DUTIES : Participate in the development of strategic internal audit plan and annual internal audit plans. assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits, provide support to the organisation in maintaining efficient and effective control by evaluating the department's controls/objectives, keep abreast with new developments in the internal audit environment, provide support with audit assignments to ensure an effective internal audit service and render administrative tasks in support of the audits.

ENQUIRIES : Technical Related Enquiries: Mr. T. Mokgope, Tel No: (010) 493 2500
HR Related Enquiries: Ms K Mphela Tel No: (010) 494 2527

APPLICATIONS : Applications can be sent via email to 2026/118/OCJ@judiciary.org.za

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

POST 31/62 : **HUMAN RESOURCE CLERK REF NO: 2026/119/OCJ**

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

CENTRE : Eastern Cape Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of Grade twelve 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. A minimum of one (1) year experience in Human Resource environment will be an added advantage. Knowledge and skills: Knowledge of PERSAL system, knowledge and understanding of legislative framework governing the public service, Public Service Act, Public Service Regulations 2016, storage and retrieval procedures in terms of working environment, Batho Pele Principles. Skilled in communication (verbal and written), administration, planning and organising, computer literacy (Ms Office), time management, basic numeracy, interpersonal relations, typing, minute taking. Along with following attributes: customer service orientation, self-management, self-motivated, creative thinking, teamwork, ambitious, time bound, assertive and flexible.

DUTIES : Facilitate administration of recruitment, selection and appointment processes within the province. Identify funded vacant posts, facilitate the request to advertise form, liaise with line managers regarding recruitment activities, coordinate the receiving and sorting of applications, provide support with conducting of shortlisting and interviews. Capture fingerprints, provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filling system for all the records, compile statistics on all matters relating to Conditions of Service and benefits, capture leave, update leave register, receive appointment and service termination documents, process the resettlement allowance payment on PERSAL, process the injury on duty (IOD)

information on compensation fund website, capture appointments and service terminations on PERSAL, provide leave credits to OCJ officials on request, provide administrative support for PMDS, receive and quality assure performance agreements and probation reports, capture performance agreements and probation report on the database, provide support with the Performance Management workshops and awareness of the PMDS system, capture PMDS transactions and training transactions on PERSAL, update and file PMDS records, provide support to HR records management, update HR record management database, ensure recording of all memos received, keep track of safe files, records and quality assure a proper filling system for all the records.

ENQUIRIES : Technical and HR Related Enquiries: Ms. Z Sulo Tel No: (087) 086 6929
APPLICATIONS : Applications can be sent via email to 2026/119/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 31/63 : **SECURITY SUPERVISORS (X3 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement
CENTRE : Gauteng Division of The High Court: Pretoria Ref No: 2026/120/OCJ (X2 Posts),
Gauteng Division of The High Court: Johannesburg, Ref No: 2026/121/OCJ
REQUIREMENTS : Applicants should be in possession of Grade 12 certificate. A minimum of one (1) year experience in the relevant field. Grade B PSIRA certificate, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures Security Policy and Procedures, Access to Public Premises and Vehicle Act, OHS Act, 85 of 1993. Skilled in computer literacy (MS Office), communication (verbal & written), supervisory, problem-solving, decision making, interpersonal relations, listening, planning and organising skills. Along with the following attributes: team worker, reliability and accountability, trustworthy, flexible, attention to detail, ability to work under pressure and confidence.
DUTIES : Supervise the security functions performed by the security officer's/service providers, authorise the equipment, documents and stores into or out of the building or premises, inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.), check incidents / occurrence books/registers, monitor and provide support in case of emergencies, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, monitor access control to prevent unauthorised entry in buildings and other premises, provide security related services, identify risks and threats to the security of the department, provide information regarding incidents to investigating officers, conduct preliminary incident investigations and submit reports, report faulty equipment/systems, ensure systems are functioning optimally through scheduled services, monitor and respond to alarm system, administer all control room operations to safeguard the department`s assets, supervise all control room activities, report all incidents and any identified non-compliance relating to security prescripts, review of footages upon request through proper procedure, update all registers for the incidents observed, provide support to administration and related functions, determine rosters, shift schedules and overtime, control leave and related personnel matters in line with HR procedures and prescripts, administer key control system, monitor performance of employees and determine training needs.
ENQUIRIES : Technical Related Enquiries: Mr. G Ingram Tel No: (010) 494 8534
HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent on the via email on the below addresses:
Pretoria: 2026/120/OCJ@judiciary.org.za
Johannesburg: 2026/121/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 31/64	:	**USHER MESSENGER REF NO: 2026/122/OCJ**
SALARY	:	R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS	:	Applicants should be in possession of Grade 10/ABET level three (3). A minimum of one (1) year' relevant experience/a driver's license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, MS Office package with experience in word processing, Outlook, Power Point and Excel. Office administration, knowledge and understanding of the legislative framework governing Public Service, Batho Pele principles. Skilled in communication (verbal & written), problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning, organising, report writing and typing.
DUTIES	:	Render administrative support functions to the Judges and the Court Room, escort members of the bench to and from court and attend Judges' chambers with counsel, facilitate order in court rooms before calling the Judges in, organise the court crew and inform them of the starting times in line with the daily court roll, maintain silence and order in the court rooms when Judges enter or leave, check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list, maintain Court Rooms' records, check and arrange the criminal and civil files (to be taken to the court rooms), report the missing files to the Judges, file/ archive the documents, registers, etc. Facilitate the smooth- running of the court rooms, assist with the scheduling of court matters (motion opposed), arrange the representation of cases, negotiate the Court Rooms allocation with Judges in times of Court Room shortages, collect and distribute court files, sort and check the court files, keep the court files safe and Circulate Court rolls according to the distribution list.
ENQUIRIES	:	Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/122/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE K

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 the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the 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	:	14 September 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 https://www.dpsa.gov.za/newsroom/psvc/.''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 will be subjected to personnel suitability checks on criminal records, citizenship 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. 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 31/65	:	**PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 23/2026**
SALARY	:	R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration or equivalent qualification at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in providing support services at executive level to senior management. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
DUTIES	:	Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). The incumbent would be required to take minutes at the DG's internal meetings. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S &T claims. Perform any other duties as requested by the Director-General.
ENQUIRIES	:	Ms. Nokhuselo Maku Tel No: (012) 336 1343.
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the 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. E-mail your application to Advertisement232026@dpsa.gov.za
POST 31/66	:	**HR CLERK: ADMINISTRATION REF NO: DPSA 24/2026**
SALARY	:	R237 453 per annum (Level 05). Annual progression up to a maximum salary of R279 708 per annum is possible subject to satisfactory performance.
CENTRE	:	Pretoria.
REQUIREMENTS	:	A Senior Certificate or equivalent qualification (NQF level 4). Knowledge in office administration and human resource management practices. Ability to capture data, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment. Ability to maintain confidentiality. Client orientation and customer focus, continued improvement and problem-solving skills. Good verbal and written Communication skills and interpersonal skills. Proficiency in Ms Office packages. Efficiency in applying technical knowledge and skills in the immediate work situation.
DUTIES	:	To implement human resource administration practices: Recruitment and Selection (Advertisements, Appointments, Transfers and co-ordinate pre-employment screening). Serve as an HR representative during the selection process. Perform PERSAL transactions, overtime, resettlement, and other administrative tasks in support of the sub-directorate. (Arrange meetings, book venues, prepare necessary logistics, attend meetings and take minutes). Address Human Resource Administration enquiries.
ENQUIRIES	:	Mr. Lawrence Magagula Tel No: (012) 336 1392
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the 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. E-mail your application to Advertisement242026@dpsa.gov.za

ANNEXURE L

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

APPLICATIONS	:	**Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Thabo Sehume and Nana Sita Pretoria. For Attention: Ms MJ Masubelele **Bloemfontein Regional Office Applications**: The Regional Manager, Department of Public Works Private Bag X20605, 18 President Brand Street Bloemfontein, 9300.
FOR ATTENTION	:	Mr. T Mosia or Mr. T Mofokeng
CLOSING DATE	:	11 September 2026 at 16H00
NOTE	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https: www.thensg.gov.za/training –course /sms-pre-entry programme/. 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. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

ERRATUM: Kindly note that the following positions were advertised in Public Service Vacancy Circular 29 dated 14 August 2026 closing on 11 September 2026, (1) Chief Director: Construction Management Ref No: 2026/304 (X2 Posts), Centre: Head Office, (2) Director: Mechanical Engineering Ref No: 2026/305, Centre: Head Office, (3) Director: Marketing And Public Relations Ref No: 2026/306, Centre: Head Office, (4) Director: Real Estate Management Services Ref No: 2026/307, Centre: Kimberly Regional Office, (5) Director: User Demand Management (X2 Posts), Defence And Military Veterans Ref No: 2026/308A (X1 Post) and Defence Ref No: 2026/308B (X1 Post), Centre, (6) Director: Construction Project Management (Regions) Ref No: 2026/309, Pretoria Regional Office. Please note that the above posts closing date have been amended to the 09 October 2026.

OTHER POSTS

POST 31/67 : **DEPUTY DIRECTOR: TECHNICAL MAINTENANCE REF NO: 2026/321**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Built Industry or related field of study in the Build industry. Relevant technical maintenance years of working experience at a junior management level/ Assistant Director equivalent level. Valid driver's license. Comprehensive knowledge of Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Procurement processes and systems, Occupational health and safety, Emerging contractor development programme, financial administration processes and systems, GIAMA. Report writing skills. Computer literacy. Ability to work with consultants, professionals and staff at various levels. Problem solving and decision-making skills. Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently. Technical Report wringing skills. Willing to travel.

DUTIES : Manage the development of facilities maintenance plans, assess maintenance requirements through facility inspections, condition assessments, maintenance records, reported defects and inputs from clients. Coordinate inputs from facility managers, technical personnel, service providers and other stakeholders in the development of regional maintenance plans. Develop maintenance plans based on the condition, utilisation, maintenance requirements and operational priorities of facilities within the region. Identify maintenance backlogs, recurring defects, emerging risks and critical maintenance requirements and recommend appropriate interventions. Manage facilities maintenance works or services. Manage the execution of maintenance plans through the provision of appropriate structures, systems and resources. Manage planned, preventative, corrective and emergency maintenance activities. Monitor the condition and functionality of buildings, building systems, infrastructure and related facilities. Prioritise maintenance requirements based on risk, condition assessments, operational requirements and available resources. Ensure that maintenance activities are undertaken within approved budgets, timeframes and quality standards. Provide effective and efficient management of maintenance projects. Coordinate and oversee maintenance projects and major repair interventions. Develop maintenance project requirements, scopes of work, specifications and programmes.

		Participate in the procurement and appointment of maintenance contractors and service providers. Monitor project implementation, expenditure, quality, risks and progress. Facilitate the resolution of technical, contractual and operational challenges affecting maintenance projects. Manage the Sub-Directorate. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Sub-Directorate and report on progress as required.
ENQUIRIES	:	Ms T. Hlatshwayo Tel: (012) 310 5954
APPLICATIONS	:	For Pretoria Regional Office: email to: RecruitPTA26-53@dpw.gov.za
POST 31/68	:	**ADMINISTRATION OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/325 (X3 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Bloemfontein Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Public Management/ Project Administration or related field. Relevant years of work experience in Office Administration/ Project Administration field, computer literacy (Ms Word, PowerPoint, Ms Excel, and Outlook). Proficiency in English as a business language, i.e. verbal communication, report writing, letter writing, and data capturing appropriate relevant experience, project principles and methodologies, reporting procedures. Ability to work independently, planning and organising. Understanding of project management in the built environment, construction projects, etc. Knowledge of WCS and previous experience working in the built environment industry would be an added advantage.
DUTIES	:	Monitor and administer construction projects claims and payments. Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala (payment tracking system) database. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Provide project administrative support services to the unit. Administer office correspondence, documents, and reports. Monitor, update, and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component. Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for project documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the Committees and internal and external meetings. Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents, presentations, and reports. Draft agenda and record minutes/decisions. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&T forms. Attend, respond and redirect enquiries related to the project invoices and payments. Technical
ENQUIRIES	:	Ms. P Zweni at (067) 414 3135
APPLICATIONS	:	For Bloemfontein Regional Office: email to: RecruitBLOEM26-31@dpw.gov.za

ANNEXURE M

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

CLOSING DATE : 11 September 2026 at 16h00. Applications received after the closing date will not be considered.

NOTE : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. 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 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. 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 successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp.

OTHER POSTS

POST 31/69 : **ASSISTANT DIRECTOR: MARKET ACCESS SUPPORT "REF NO: ASD MAS"**

SALARY : R487 197 per annum

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7) in Economics / Business Management / Development Studies / Development Finance/ Retail Business Management/ or equivalent / related as recognised by SAQA. A minimum of three (3) years' experience at a Functional Specialist level in Enterprise Development / Supplier Development / Market Access Support/ Value Chain Environment and related fields. Knowledge of Market access and enterprise development principles, Sound knowledge of the Public Procurement Act, 2024 (Act No. 28 of 2024), Understanding of the National Small Enterprise Act and the MSME development ecosystem, knowledge of small enterprise development policies and programmes, understanding of the Preferential Procurement Framework, knowledge of government planning, monitoring and reporting frameworks, understanding of public sector governance and accountability frameworks and Knowledge of monitoring, evaluation and performance information management. The candidate must possess the following skills and competencies: Project and programme management, Research, analysis and report writing, Stakeholder engagement and partnership management, Planning, organising and coordination, Communication and Presentation skills, Research, Statistical analysis. Service Delivery Innovation, Client orientation and customer focus. Additional requirements include computer literacy (MS Office 365 Packages), Post graduate qualification in Economics / Business Management / Development Studies / Development Finance/ Retail Business Management/ equivalent or related qualifications as recognised by SQA and a valid driver's licence.

DUTIES : Conduct research and feasibility assessments on products, industries, market requirements, trends, digital commerce opportunities, and sector performance

to identify viable growth, diversification, value-addition, and new business opportunities for MSMEs. Provide advice to small enterprises in respect of market opportunities, marketing information and market linkages. Develop methods and models to link small enterprises to domestic markets. Support the development and implementation of systems, platforms, and applications that connect small enterprises with market opportunities. Design and implement localisation and digital enterprise development initiatives, including enterprise networks, digital technologies, and market participation systems, to enhance local production, productivity, competitiveness, and market access for small enterprises. Draft correspondence, reports, presentations, and policy submissions; provide technical advice and stakeholder presentations; and support awareness and capacity-building initiatives to promote MSME growth, market access, and participation in the digital economy.

EENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. “REF NO: ASD MAS”

POST 31/70 : **ADMINISTRATOR “REF NO: ADMIN” (X3 POSTS)**

SALARY : R280 278 per annum
CENTRE : Pretoria
REQUIREMENTS : National Senior Certificate or equivalent. NQF level 6 (Diploma/Advanced Certificate) in Business Studies /Development Studies / Public Management / or equivalent / related as recognised by SAQA. Minimum of 1 year of administrative experience. Knowledge of the Public Service Legislative Framework, Office administration and records management and Digital collaboration platforms. The candidate must possess the following skills and competencies: Planning and organising and the ability to work independently. Service Delivery orientation, Attention to detail, accountability, and the ability to operate across digital and manual systems during transformation phases. Additional requirements include computer literacy (MS Office 365 Packages).

DUTIES : Provide administrative support in office-based and remote environments, including coordinating virtual, hybrid, and in-person meetings. Manage diaries, correspondence, document workflows, and records, ensuring accuracy, compliance, and accessibility while supporting digital transformation initiatives. Prepare agendas, minutes, reports, and presentations, and provide procurement, travel, and logistical support in accordance with approved procedures and delegations. Maintain compliant filing and records management systems and support data capturing, reporting, and stakeholder communication to ensure effective and efficient operations. Provide entry-level support to core and technical functions under supervision to develop skills and organisational knowledge. Assist with research (introductory research and literature searches), information gathering, data capturing, and the consolidation of findings. Support basic frontline service delivery activities, including client intake, scheduling, enquiry logging, and referrals in line with approved procedures. Assist with the preparation of briefing notes, dashboards, templates, and routine reports, while participating in rotational and ad hoc assignments across core business areas. Apply approved policies, SOPs, and service standards, and escalate complex matters to designated officials in accordance with delegation and accountability frameworks.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : Preference will be given to persons with a disability and youth in line with the department's EE plan. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line when applying i.e. “REF NO: ADMIN”

POST 31/71 : **FOOD SERVICE AID “REF NO: FSA”**

SALARY : R170 226 per annum
CENTRE : Pretoria

REQUIREMENTS	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent). Have proven skills and competencies: Ability to read and write, Basic food preparation knowledge, Basic Hygiene principles, Ability to operate food service equipment and Interpersonal skills.
DUTIES	:	Clean and keep stock of kitchen utensils and equipment. Provide catering support services inclusive of but not limited to: Preparing food, snacks, and beverages (water, hot and cold beverages), confirm/update boardroom bookings, serving food and beverages, responsible for food supplies and report waste and loses and maintaining quality control measures of all food provided. Apply hygiene, safety measures, responsible for cleaning materials and supplies and removal of garbage disposal.
ENQUIRIES	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
NOTE	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line when applying i.e. “REF NO: FSA”

ANNEXURE N

DEPARTMENT OF TOURISM

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

APPLICATIONS	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
CLOSING DATE	:	11 September 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. 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

POST 31/72	:	**DEPUTY DIRECTOR: TOURISM INTEGRATION REF NO: DT46/2026**
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate NQF 7 qualification in Tourism Management or related qualifications. Five (5) years' experience in tourism management field of which three (3) years must be at a supervisory level related management. Understanding of the PFMA. Ability to interact with High levels stakeholders. Understanding of tourism trends. Sound understanding of government policies.

Sound understanding of the NDP, NTSS. Project Coordination, Communication, Financial Management. Change Management and People Management and empowerment experience. Honesty, Integrity and good Inter-personal Relations. Negotiation Skills. Tact and Diplomacy. 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 implementing national policy, strategy and plans for tourism management in collaboration with stakeholders; Providing policy and strategy alignment of the Department's priorities with those of stakeholders; Facilitating synergy in programmes of Department and those of stakeholders; Establishing effective collaborations and partnerships with stakeholders; Facilitating, collaborate , strengthen and manage tourism relations and cooperation with stakeholders; Providing effective coordination and cooperation with stakeholders; Facilitating and develop report on the implementation of the agreements to advance issues of tourism in identified priority areas e.g. Transport and Creative industries; Effective management of strategic partnerships and stakeholder engagements in relation to tourism integration; Ensuring the mainstreaming of tourism in the transport sector; Developing and manage the programme and interventions that support activation in the creative industry and transport sector for tourism mainstreaming; Facilitating and develop status report and verify support measures that are reported; Managing the Departmental participation in the strategic partnerships of priority areas e.g. Transport and Creative Industries; Effective stakeholder liaise to facilitate implementation of tourism programmes; Providing specific analysis to enable policy formulation and strategic interventions; Conducting research and analysis on identified priority areas to enable effective integration of tourism and Creative industries (to maximise impact and benefits); Facilitating research and development to unlock and support tourism competitiveness; Formulating and manage the component's budget against its strategic objectives; Monitoring the implementation of the budget allocated for projects by projecting & reporting on expenditure; Ensuring that spending is maximised in line with strategic objective; Monitoring and report on the utilization of equipment; Coordinating memoranda of understanding, service level agreements and expenditures; Coordinating memoranda of understanding for the implementing of projects; Providing leadership and contribute to the strategic direction in the Directorate; Assisting in providing strategic inputs of the Directorate to ensure alignment with its business; Participating in the implementation of the strategic plans; Aligning individual performance to the strategic business objectives as outlined in the Directorate's balance operational plan; Implementing and report on operational frameworks in the area of functional responsibility; Ensuring the attainability & suitability of performance standards as per departmental objectives; Providing communication and regular reporting in the directorate; Managing the performance of subordinates; Engaging with internal and external stakeholders.

ENQUIRIES : Mr T Motolong Tel No: (012) 444 6700
APPLICATIONS : Email Application: Recruitment4626@tourism.gov.za
NOTE : 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 31/73 : **ASSISTANT DIRECTOR: INVESTMENT PROMOTION REF NO: DT47/2026**

SALARY : R605 742 per annum (Level 10), excludes service benefits
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF 6 qualification in Economics, International Relations, Business studies, Development Studies or related qualifications. Four (4) years' experience in Investment Facilitation and Promotion of which two (2) years must be at a Senior practitioner level or equivalent. Experience in Tourism and Hospitality will be added advantage. Tourism management and development. Economic environment. Investment environment. Project management. Stakeholder management. Financial management. Computer literacy. Interpersonal skills. Client orientation. Communication (written and verbal). Planning and organising 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 assisting in compiling an investment project portfolio; Assisting in developing strategy and manage investment promotion; Enhancing brand recognition and promote products or services; Assisting in developing new products or services, or discontinuing them, or decisions on related research and development programs; Conducting market investment analysis; Advising on foreign direct investment; Assisting in developing and promoting local direct investment; Assisting in the identification, packaging and marketing of potential investment opportunities, and the identification of potential investors; Providing general information on the investment and domestic business climate, and offers dedicated aftercare services to investor; Facilitating and manage strategic funding partnerships; Facilitating public-private partnership agreements; Coordinating a risk assessment to determine the material risks to; Coordinating the selection, prioritization, development and management of new or renewed partnership.

ENQUIRIES : Mr N Mudau Tel No: (012) 444 6463

APPLICATIONS : Email Application: Recruitment4726@tourism.gov.za

NOTE : 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 31/74 : **ASSISTANT DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND SUPPORT REF NO: DT48/2026**

SALARY : R605 742 per annum (Level 10), excludes service benefits

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF 6 qualification in Computer Science/Information Management / Information Technology / Information Systems / Software Development or related fields. Three to Four (3-4) years of relevant experience in software development and knowledge/ information management, of which 2 years must be at a Senior practitioner level or equivalent. Experience in Software development (C#, net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle, etc) and management is essential. Working knowledge of Geographical Information Systems (GIS), Web technology, mobile technology. Software development, Knowledge Management, Database Development (MS Access, / SQL/Oracle) leading / managing knowledge product development and dissemination of knowledge sharing within a Web 2.0 environment. Interpretation of knowledge management frameworks and strategies. Knowledge of tourism and relevant policies, Public Finance Management Act and willingness to travel. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. The ability to manage human and physical resources in the sub-directorate. All the legal prescripts covering ICT in the public sector and other relevant legislation. Good communication skills (written and spoken). Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team. Strategic thinking. Problem solving. Leadership (Visionary/operational), Delegation and empowerment. Planning and execution. Technical Skills. Project management. Stakeholder engagement. 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 conducting the development and maintenance of and knowledge management systems / portals; Ensuring information is always up to date and accurate on the central information repository; Conducting analysis to implement systems using world standards and best practices; Facilitating content rewriting and uploading; Facilitating updates of tourism knowledge portal modules for different sub-sectors including information sourcing , quality assurance and capturing of events, etc; Developing new Tourism Knowledge Portal / integrated tourism knowledge system pages as per needs of the tourism sector; Conducting assessments for improved design and re-engineering of knowledge systems; Coordinating the development, maintenance and quality assurance of the national tourism database and other related databases; Implementing strategies for the tourism central information repository regarding updates, maintenance and management; Maintaining and quality assure the national tourism database

and other related databases; Identifying and develop knowledge management databases and systems; Distributing central repository information through different communication channels; Implementing content and communication strategy on tourism sector information needs for the Tourism Knowledge Portal; Assisting in the collection of information on various tourism sub-sections informed by the needs of the stakeholders; Identifying stakeholders for the development and management of the central information repository; Interfacing with stakeholder relations management unit to align activities to other departmental initiatives during stakeholder engagements; Ensuring that information collection on various tourism sub-sectors is informed by the needs of the stakeholders; Collating , organise and host tourism information for presentation on various platforms; Providing inputs in the development of digital systems for collecting first-hand information from travellers; Implementing search engine and performance optimisation on knowledge platforms; Co-ordinating the development and maintenance of knowledge management systems; Ensuring that the quality assurance of knowledge management systems is executed according to acceptable standards; Monitoring and analyse performance of the Knowledge systems; Developing knowledge systems reports for planning and decision making; Contributing to the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Coordinating the development of knowledge information dissemination techniques; Monitoring the continuous performance measurement of the search tools; Providing the system performance standards to inform the decision-making.

ENQUIRIES : Mr L Manaswe Tel No: (012) 444 6389
APPLICATIONS : Email Application: Recruitment4826@tourism.gov.za
NOTE : 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 31/75 : **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: DT49/2026**

SALARY : R605 742 per annum (Level 10), excludes service benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF 6 qualification in Public Management / Public Administration/ Tourism Management / Human Resource Development. A minimum of Three to Four (3-4) years of relevant experience in the appropriate environment, with at least 2 years at a Senior practitioner level. The candidate should have strong knowledge and understanding of administrative procedures. Financial delegations. Project management. Financial management. Skills Development Act. Professionalisation. Skills: Good communication skills, both writing and verbal. Good organising and planning skills. Creativity. Facilitation skills. Leadership 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 creating a culture of excellence, including the professionalisation; Identifying relevant stakeholders; Managing the maintenance of an updated stakeholder database; Facilitating secretariat responsibilities for engagements; Coordinating continued professional development; Facilitating the establishment of working groups or task teams to create synergy on the implementation of skills programmes; Providing monthly and quarterly programme progress report updates; Developing SLAs and MOAs for potential partners and service providers; Collaborating with relevant bodies, introduce mechanisms to facilitate the introduction of an RPL system within the tourism sector; Creating oversight mechanism for government programmes; Coordinating of Recognition of Prior Learning (RPL) in the tourism sector human resource development; Developing a project plan for implementation of the RPL skills training programme; Conducting quality assurance of documents received from service providers e.g. reports and invoices; Conducting onsite monitoring of projects/programme under implementation; Report progress of RPL skills training implemented by appointed service provider/s
ENQUIRIES : Ms T Madlala Tel No: (012) 444 6416
APPLICATIONS : Email Application: Recruitment4926@tourism.gov.za
NOTE : 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 31/76 : **ASSISTANT DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT REF NO: DT50/2026**

SALARY : R605 742 per annum (Level 10), excludes service benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Tourism Management, or an equivalent qualification such as Project Management, Public Management or sector-specific Human Resource Development. Three to four (3–4) years' relevant experience in the appropriate environment is required, including at least two years at senior practitioner level or equivalent. Knowledge of the tourism and tourist guiding sector will be an added advantage. The candidate must be able to compile reports, analyse information, conduct research and produce quality work. Engage effectively with difficult customers; and plan, implement and manage projects efficiently. Knowledge of the guiding sector, including training and registration processes, as well as the tourism and tourist guiding legislative framework, is required. The candidate should also understand the government environment across all spheres, departmental policies and administrative processes. Required competencies include management, project management, financial management, computer literacy in MS Office, report and business writing, research, teamwork, excellent communication and presentation skills, problem-solving ability, strong organisational skills and the ability to multi-task. A valid code 08 driver's licence is required; however, persons with disabilities that prevent them from driving will still be considered.
DUTIES : The successful candidate will be responsible for identifying, research and report on needs, gaps and challenges affecting the growth and development of the tourist guiding sector, and propose appropriate solutions or interventions; Duties include conducting research, preparing draft reports, supporting the development of consultation frameworks, coordinating consultation processes, capturing stakeholder inputs and ensuring that all research and consultation records are properly documented; Implementing and support initiatives aimed at developing the sector, including preparing project plans, costings and proposals to address skills shortages or other identified gaps; Coordinating project activities, supervising subordinates where required, monitoring deliverables, managing contracts with stakeholders and service providers, and preparing weekly or monthly project reports in line with approved plans, contracts and SCM prescripts; Maintaining proper documentation and filing systems for all projects and initiatives, assess the effectiveness of growth and development interventions, track beneficiaries and potential beneficiaries, develop tracking reports, and recommend improvements based on findings; Identifying, proposing and coordinating stakeholder interventions; Maintaining an updated stakeholder database; Researching relevant legislation, policies and compliance requirements; Supporting the development of stakeholder management plans; Preparing submissions, presentations and engagement documents; Dealing with enquiries and ensuring professional communication with stakeholders within agreed protocols; Providing support to the National Registrar by preparing draft communication, consolidating issues submitted by stakeholders, researching national and international trends affecting tourist guiding, preparing briefing notes and draft status reports, and assisting Provincial Registrars with interventions related to growth and development.
ENQUIRIES : Ms C Fortuin Tel No: (012) 444 6396
APPLICATIONS : Email Application: Recruitment5026@tourism.gov.za
NOTE : 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 31/77 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: DT 51/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF 6 qualification in Internal Auditing, Information Systems Auditing or related fields. Minimum of Four (4) years in ICT Audit or Internal

Audit of which 2 years must be at a senior practitioner level or equivalent. Experience in conducting ICT governance, cybersecurity, application controls and ICT general control reviews. Professional Certification (Advantageous): Certified Information Systems Auditor (CISA). Certified Internal Auditor (CIA). Certified Information Security Manager (CISM). COBIT Foundation Certification. Other recognised ICT Governance or Cybersecurity certifications. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulations. Protection of Personal Information Act (POPIA). DPSA Corporate Governance of ICT Policy Framework (CGICTPF). Global Internal Audit Standards. COBIT Framework. ISO 27001 Information Security Standards. Risk Management Frameworks. ICT Governance and Cybersecurity Principles. BAS, PERSAL, LOGIS and other government systems. ICT Audit and Assurance. Risk Assessment and Control Evaluation. Data Analysis and CAATs. Report Writing. Communication and Presentation Skills. Stakeholder Management. Problem Solving and Analytical Thinking. Project Management. Quality Assurance. Time Management. Teamwork and Interpersonal 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 ICT Audit Planning and Risk Assessment; Assisting in the development of the annual and rolling ICT audit plans based on departmental risk assessments; Conducting preliminary surveys and risk assessments for assigned ICT audit engagements; Analysing ICT risks, control environments and business processes. Developing audit objectives, scope, criteria and audit programmes; Preparing audit planning documentation in accordance with the Internal Audit Methodology; Executing of ICT Audit Engagements; Conducting ICT audits covering ICT Governance, Information Security, Cybersecurity, Infrastructure Management, Identify and Access Management, Change Management, Business Continuity Management and Disaster Recovery; Performing application control reviews and data analytics; Evaluating the adequacy and effectiveness of ICT controls; Conducting interviews, walkthroughs and control testing; Utilising Computer-Assisted Audit Techniques (CAATs) and other audit tools during audit engagements; Compiling and maintain comprehensive audit working papers; Auditing Reporting and Follow-up; Analysing audit evidence and develop audit findings; Identifying root causes, risks and control weaknesses; Drafting audit reports and obtain management comments; Presenting audit findings to the Deputy Director and management during audit engagements; Monitoring implementation of agreed management action plans; Conducting follow-up audits and report on implantation status; ICT Governance, Risk and Compliance Reviews; Assessing compliance with applicable legislation, frameworks and standards, including PFMA, Treasury Regulation, POPIA, DPSA Corporate Governance of ICT Policy Framework, COBIT and ISO 27001; Evaluating ICT governance structures and processes; Reviewing digital transformation initiatives and ICT projects; Assessing ICT risk management and information security practices; Evaluating business continuity and disaster recovery arrangements; Stakeholder Engagement and Advisory Services; Liaising with management during audit engagements; Participating in entrance, progress and exit meetings; Providing advisory services relating to ICT control and governance where required; Assisting management in understanding audit findings and recommendations; Liaising with external auditors and service providers when required; Contributing to combined assurance initiatives; Quality Assurance and Knowledge Management; Ensuring compliance with the Global Internal Audit Standards and departmental methodologies; Performing quality reviews of audit working papers and supporting evidence; Maintaining accuracy and complete audit documentation; Contributing to continuous improvement initiatives within the Internal Audit Unit; Providing coaching and technical support to interns and junior audit staff where required; Keeping abreast of emerging ICT risks, technologies and auditing techniques

ENQUIRIES : Ms ZB Ngcwangu Tel No: (012) 444 6268

APPLICATIONS : Email Application: Recruitment5126@tourism.gov.za

NOTE : 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 31/78 : **ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: DT52/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF 6 qualification in Library and Information Science, or related field. Three to Four (3-4) years of relevant experience in library or information services, of which 2 years must be at a senior practitioner level or equivalent. Familiarity with the cataloguing and classification of library materials will be an added advantage. Government communication policies and frameworks. National Council for Library and Information Services, Act No. 6 of 2001. Legal Deposit Act, Act No 57 of 1997. Copyright Act, Act No. 98 of 1997. Constitution of the Republic of South Africa, Act No. 108 of 1996. Knowledge Management. Public Finance Management Act (PFMA). Supply Chain Management processes. Occupational Health and Safety Act, Act 85 of 1993. Electronic Communications and Transformations Act, Act 25 of 2002. Protection of Personal Information Act, Act No. 4 of 2013. Minimum Information Security Standards. Communication and interpersonal skills. Planning and organisational skills. Project management skills. Report writing and administrative skills. Problem-solving and analytical skills. Financial and procurement administration skills. Time management and coordination skills. Computer literacy (MS Office). Stakeholder liaison and presentation 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 Library Operations; Identifying, developing and maintaining library collection; Developing and maintaining library policies and standard operating procedures; Cataloguing and classification of library material; Facilitating library subscriptions; Supervising daily library operations; Stock taking; Facilitating the compilation of Library plans and performance reports; Compilation of Library's weekly, monthly and quarterly reports; Compilation of the library annual performance plans; Provisioning of Information services; Provisioning of circulation services; Facilitating the capturing and analysis of customer satisfaction surveys; Compiling and monitoring the library budget; Procuring of recommended library equipment and materials their maintenance, and upgrades; Maintaining working relationships with internal and external services providers in the process of the procurement of library material; Facilitating the compilation of the library's annual expenditure; Facilitating compilation of the library's annual asset report; Providing cataloguing and classification of all the library material for access to the online library cataloguing through a system called Amlib from SABINET; Carrying out descriptive cataloguing using rules such as DEWEY, USMARS, AACR2, and SABICAT; Making use of the available Library network standards and policies to allow other institutions to access the Tourism library collection through interlibrary loan services; Providing library cataloguing standards to ensure easy access to library resources for users to find books and information relevant to their needs; Providing support in the development of a photographic library repository and maintaining it; Developing marketing strategies to create awareness of library materials and services to all applicable stakeholders; Providing awareness campaigns, such as Book Week events, Library Week, LIASA workshops, etc., to the officials of the Department of Tourism.
ENQUIRIES : Mr M Tlhako Tel no: (012) 444 6096
APPLICATIONS : Email Application: Recruitment5226@Tourism.Gov.Za
NOTE : 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 31/79 : **ASSISTANT DIRECTOR: CORPORATE IDENTITY AND EVENTS MANAGEMENT REF NO: DT53/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Communications, Public Relations, Marketing, Events Management, Branding Management, or a related qualification. 3 – 4 years of relevant experience in corporate identity, branding, and events management, of which 2 years should be at a senior practitioner level or equivalent. Willingness to travel and work irregular hours. Knowledge

of the Government Communication system, corporate identity and branding principles, and events management. Skills: Communication and interpersonal skills, Planning and Organisational skills, Project and Events management skills, Report Writing and Administrative skills, Problem-solving and Analytical skills, financial management skills, Time management and coordination skills, Computer literacy (MS Office), Stakeholder liaison and presentation 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 Coordinating the auditing of standard templates and monitoring compliance with departmental corporate identity and branding policies, standards and approved guidelines; Coordinating the development, placement, distribution and maintenance of departmental branding material and monitoring the quality and delivery of branding products.; Applying an Events Project Management approach to support a consistent and uniform standard in the planning and implementation of departmental events; Assisting with the development and implementation of event concepts, event plans, branding plans and related operational documentation; Ensuring compliance with occupational health and safety requirements during events and activations; Producing and maintaining records, databases, filing systems, event documentation and other records relating to corporate identity, branding and events management. Coordinating the procurement, delivery, inventory management and safekeeping of branding assets, promotional material and event-related resources. Monitoring branding and event-related expenditure and assisting with budget tracking and reporting.; Compile monthly, quarterly, and ad hoc reports on corporate identity, branding and events management activities; Coordinate departmental calendar updates and support communication-related travel planning processes; Ensure compliance with departmental policies, PFMA requirements, and supply chain management processes; Supervise and guide support staff and interns, where applicable.

ENQUIRIES : Ms. Meriam Sekiba Tel No: (012) 444 6610

APPLICATIONS : Email Application: Recruitment5326@tourism.gov.za

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 31/80 : **GRAPHIC DESIGNER REF NO: DT54/2026**

SALARY : R413 001 per annum (Level 08), excludes service benefits

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF 6 qualification in Graphic Design or an equivalent relevant qualification with a major in Graphic Design. Three (3) years relevant experience in a graphic design environment. Proficient in the use of Apple Mac Computer, Adobe InDesign, Illustrator, and Photoshop. Web, 3-D, and basic animation skills will be an added advantage. Knowledge of government corporate identity, especially brand management. Knowledge of graphic design, the latest trends, and relevant production processes. Knowledge of appropriate bodies and organisations in the field of corporate identity management. Knowledge of basic management principles and practices. Good knowledge of government processes and relevant legislation. Knowledge of government supply chain processes and the Public Finance Management Act. Strong design skills and thorough knowledge of designing for different platforms, including print, digital, and social media. Ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Develop the overall layout and production design for advertisements, brochures, magazines, and strategic documents. Good organisational and communication skills. Liaising with production houses, advertisers, and printing companies on production. Conceptualisation and handling of the visual execution of all design briefs. Project management skills on handling creative jobs from concept through to final product. In-depth understanding of developing comprehensive creative briefs. 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 the design and layout a variety of communication products (both digital and print), including social media infographics from conception to completion; Preparing and package final artwork into print-ready or digital-ready formats, ensuring compliance with technical specifications; Developing innovative and visually appealing design

concepts in line with creative briefs; Presenting proposed concepts to clients for feedback and approval; Sourcing or request high-quality photographs, departmental logos, and other necessary graphic elements; Implementing the designing of brochures, reports, banner and other outsourced graphic design projects; Monitoring and overseeing departmental design work undertaken within the allocated communications budget by external service provider/ consultants; Liaising with the Director and client to obtain sign-off on final designs, including presentation of concept designs; Providing advice on Government and Departmental Corporate Identity & Branding; Interpreting and apply the Government Communication and Information System (GCIS) Corporate Identity (CI) and Branding Manual and Departmental CI manual across all visual products; Providing guidance to internal clients on the correct use of logos, font, colours, and graphic design standards; Supporting the alignment of design outputs with the Departmental strategic objectives and branding positioning; Reviewing design work from internal and external sources for CI compliance before approval and dissemination; Assisting in updating templates, layout styles, and branding elements for consistency and professional visual identity; Collaborating with Communications and Marketing teams to reinforce a cohesive brand image across platforms; Offering creative input during concept development for campaigns , events, and publications, ensuring branding integrity; Monitoring evolving trends in public sector branding and advice on innovations within the confines of CI protocols; Organising and maintaining digital files in a structured and easily retrievable manner across departmental backup drives; Archiving all final design files and editable versions using standardised file naming and folder structures; Performing regular antivirus scans and system checks to safeguard equipment and design assets; Periodically clean and optimise hard drives by removing redundant or outdated files; Making informed recommendations for the purchase or upgrade of relevant design software and hardware; Design and layout of the departmental internal newsletter; Developing visual concepts that reflect the theme and objectives of each internal newsletter edition; Ensuring layout adheres strictly to the department's Corporate Identity (CI) guidelines; Liaising with the editorial team to receive final content and confirm deadlines; Creating engaging and reader-friendly designs for both digital and print versions; Incorporating creative visual elements such as infographics, icons or, staff highlights to enhance storytelling; Preparing and submit layout draft to the Communications team or client for review and feedback; Finalising and package the newsletter into formats suitable for intranet, email and mobile-friendly digital distribution.

ENQUIRIES : Mr S Halama Tel No: (012) 444 6606
APLICATIONS : Recruitment5426@tourism.gov.za
NOTE : 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.

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.

CLOSING DATE : 11 September 2026

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

POST 31/81 : **ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: 2026/17**

SALARY : R487 197 per annum (Level 09), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A three year Bachelor's degree in Human Resource Management or Public Management or equivalent qualification at NQF level 7 plus at least 5 years' extensive relevant experience in HR conditions of service. PERSAL certificate in Leave Administration / Personnel Administration. Knowledge and experience of working on the PERSAL system. A valid driver's licence. Generic & process competencies: Computer literacy, communication skills (verbal & written), report writing skills, presentation skills, Problem solving and analysis, Client orientation and customer focus, and Communication skills (Verbal and written). Technical competencies: Knowledge and understanding Service Benefits Directives, Procurement processes and procedures, HRA policies and related legislation, Public Finance Management Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Treasury Regulations, PSCBC Resolutions, PERSAL System, Income Tax Act, Protection of Personal Information.

DUTIES : The successful candidate will perform the following duties: Facilitate the administration and implementation of service conditions and benefits with regard to: Salary administration and matters related thereto ex-gratia payments, Homeowner and rental allowances, Resettlement expenditures and state guarantees, Service terminations and pension enquiries, Garnishee orders administration, Injuries on duty, Medical-Aid allowance SMS and MMS package structuring. Manage and facilitate leave dispensation, including the implementation, monitoring and evaluation of the procedure on ill health and temporary incapacity leave (PILIR):- Implement leave benefits on PERSAL, Quality assure leave applications, Conduct leave reconciliations, Coordinate the submission of all PILIR applications to the Health Risk Manager, Liaise with the Health Risk Manager on PILIR cases, Compile quarterly reports to the DPSA, Monitor and evaluate the PILIR processes and compliance. Coordinate and facilitate service benefits and leave information sessions. Manage human

		resources records and registry services. Contribute to the development of HR service benefits policies and guidelines. Submit monthly/quarterly reports on conditions of service and leave management to the Head of HRM.
ENQUIRIES	:	Ms L Motlhala Tel No: (012) 0653428
APPLICATIONS	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202617@cogta.gov.za
FOR ATTENTION	:	Director: Human Resource Management
NOTE	:	NB: Persons with disabilities and youth are encouraged to apply.
POST 31/82	:	**FOOD AID SERVICES REF NO: 2026/18 (X1 POST)** Facilities Management Directorate (12-Months contract)
SALARY	:	R144 024 per annum, plus 37% in lieu of service benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 9/10 or NQF level 1 or 2 (ABET level 2 certificate or equivalent). No working experience required.
DUTIES	:	The successful candidate will perform the following duties: Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
ENQUIRIES	:	Mr R Khalishwayo Tel No: (012) 334 5607
APPLICATIONS	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ DTARecruit202618@cogta.gov.za
FOR ATTENTION	:	Ms L Motlhala
NOTE	:	NB: Persons with disabilities and youth are encouraged to apply.

ANNEXURE P

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 : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 14 September 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success 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 to 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.

MANEGEMENT ECHELON

POST 31/83 : **DIRECTOR: FISCAL, INTERGOVERNMENTAL, ACCOUNTING & PROCUREMENT RELATED LEGISLATIVE SERVICES REF NO: S098/2026**
Division: Office of The General-Counsel (ODG)
Purpose: To draft and scrutinise fiscal and intergovernmental legislation and support its legislative processes, to comment on draft legislation impacting on fiscal and intergovernmental legislation and to advise on interpretation of fiscal, intergovernmental, accounting and procurement related legislation

SALARY : R1 317 384 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum LLB Degree (equivalent to NQF level 7). LLM degree or certificate/s on legislative drafting courses will be an added advantage. A minimum 5 years of experience at a middle/senior managerial level obtained in a legal environment. Knowledge and experience in legislative drafting, constitutional and administrative law; and statutory interpretation. Knowledge of fiscal and intergovernmental legislation and budget processes. Experience in the Executive's and Parliament's processes for considering draft legislation. 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 : Drafting and Processing of Fiscal, Intergovernmental, Accounting and Procurement Related Legislation: Provide guidance on legislative processes and participate in policy processes that may require legislation, Draft Bills. Scrutinise draft Bills prepared by line units or entities of National Treasury. Assist internal stakeholders with legal aspects of socio-economic impact assessments of draft Bills. Prepare documentation for the processing of draft Bills, namely to the Minister, Directors-General Clusters, Cabinet and Parliament, and support the processing of draft Bills. Prepare legal instruments required for the commencement of Acts. Comment on Draft Bills relating to Fiscal, Intergovernmental, Accounting & Procurement Related Legislation: Provide inputs on draft Bills initiated by other national departments submitted to the National Treasury before the Directors-General Clusters and Cabinet processes. Provide input on draft Bills submitted to Directors-General Clusters and Cabinet, by identifying provisions that may impact on the National Treasury or legislation administered by the Minister of Finance. Provide inputs on Bills in Parliament, introduced by other Ministers or Members of Parliament. Drafting and Scrutiny of Subordinate Fiscal, Intergovernmental, Accounting and Procurement Related Legislation: Draft regulations and other legal instruments to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments. Scrutinise draft regulations and other legal instruments, prepared by line units or entities of National Treasury, to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments. Provide or co-ordinate inputs on draft regulations and other legal instruments initiated by other national departments submitted to the National Treasury before promulgation. Review of Fiscal, Intergovernmental, Accounting and Procurement Related Legislation: Audit legislation for technical alignment and adherence to best practice and other primary legislation of the National Treasury. Assess legislative requirements against government's policy objectives and initiate reviews of legislation. Interpretation of Fiscal, Intergovernmental, Accounting & Procurement Related Legislation: Advise internal stakeholders on the interpretation of legislation.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

OTHER POSTS

POST 31/84 : **DEPUTY DIRECTOR: REGULARITY AUDIT REF NO: S099/2026**
Division: Office of The Director-General (ODG)
Re-advertisement, applicants who applied previously must re-apply.
Purpose: To manage the Regularity Audit plan for NT, ASB, IRBA and GTAC in accordance with the planned regularity audit methodology.

SALARY : R932 292 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : 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 Internal Auditing or Risk Management or Accounting. A minimum of 4 years' experience, of which 2 years should be at Assistant Director level or equivalent, obtained in an internal audit environment is required. Knowledge of Internal Audit Methodologies, Fundamentals and Principles is required. A certification as a Certified Internal Auditor (CIA) will be an added advantage.
DUTIES : Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on Regularity Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities. Liaise, co-coordinate, establish and maintain good relations with stakeholders on audit related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process - Risk assessment, audit plan, assurance and advisory services: Manage all Regularity audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3 year rolling audit plan and detailed annual regularity audit plan based on the strategic and operational risks. Provide advice and guidance on Regularity Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all regularity audits as well as the findings register. Initial quality assurance of all regularity audit reports before submission. Providing feedback and clarification to the client relating to Regularity audit reports, control and technology related matters. Resource management: Manage and develop Regularity Audit resources to ensure effective and efficient delivery and overall achievement of Regularity Audit objectives. Develop the training plan for Regularity Audit. Perform resource allocation and priorities across regularity audit projects. Process improvements and research: Keep abreast of global trends, new developments in the Regularity audit Identify areas for improvement to ensure a sustainable Audit Strategy, Regularity Audit Methodology and Resource Plan to ensure continuity of Regularity audit services. Management reporting: Manage the Regularity Audit reporting processes. Present Regularity Audit reports to clients. Provide feedback on the progress against the approved Regularity Audit plan.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 31/85 : **RECEPTIONIST REF NO: S100/2026 (X3 POSTS)**
Division: Corporate Services (CS)
Purpose: To provide efficient and effective reception support services to the National Treasury employees and visitors.

SALARY : R201 093 per annum, (Excl. benefits)
CENTRE : Pretoria (Riverwalk Office Park)
REQUIREMENTS : A minimum Grade 12 is required. Knowledge in reception, switchboard operation and office administration.
DUTIES : Reception Services: Receive telephone calls, messages and direct them to the relevant stakeholders. Welcome, receive and direct clients to the offices of the meetings and provide relevant information when required. Operate office equipment and photocopiers and liaise with internal and external stakeholders. Maintain and oversee the utilisation of visitor register. Render effective Reception Services: Monitor and control the movement of employees, visitors and contractors on the floor. Confirm host availability before directing visitors to the required floor and escort visitors to the waiting rooms. Notify relevant staff members of their guests' arrival and monitor guests' whereabouts while they are on the premises. Answer telephone calls related to meetings, guests on the floor and visitors in the building. Record staff members' whereabouts, arrivals and departures when required. Escorting of Visitors: Escort visitors to

consultation or conference rooms. Notify security at the main reception once visits are completed. Approach unauthorised persons found on the floor and request security assistance where necessary. Ensure that visitors do not access restricted workstations or areas. Maintain Reception Area: Maintain a clean and orderly reception area at all times. Receive and acknowledge correspondence. Manage and monitor the electronic booking system. Answer, screen and direct telephone calls. Support Floor Representatives during emergency situations. Arrange and provide refreshments for meetings.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE Q

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

CLOSING DATE : 11 September 2026

NOTE : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates 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 and 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.

MANAGEMENT ECHLON

POST 31/86 : **DEPUTY DIRECTOR-GENERAL: WATER RESOURCE MANAGEMENT REF NO: 110926/01**
Branch: Water Resource Management
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R1 885 710 per annum (Level 15), (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A post graduate qualification (NQF Level 8) as recognized by SAQA in Water Resource Management, Geohydrology / Hydrology, Environmental Management, Civil and Environmental Engineering or other post-graduate engineering or science qualifications related to the water sector. Eight (8) years of experience at a senior management level. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Knowledge and understanding of Public Service Regulations, Water Services Act, PFMA and Access to Information Act (MISS). Knowledge of human resources policies and prescripts. Understanding of corporate governance, scientific research methodologies and scientific standards. Knowledge and understanding of strategic capacity and leadership. Understanding of programme and project management. Knowledge, change and financial management. Service delivery and innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer

focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES : Oversee the development and maintenance of National Water Resource Strategy and plan for adequate water resource availability. Monitor and support the Implementation of the National Water Resource Strategy and catchment management strategies. Lead the strategic direction in monitoring and providing water resource information. Oversee the establishment, maintenance and monitoring of surface and ground water information. Oversee the development and implementation of measures for protection and conservation of water resources. Ensure the development and implementation of ground and surface water resource classification. Oversee the establishment, monitoring, and support of entities responsible for water resource management. Manage the establishment of water management institutions. Lead the development of policies, strategies, and systems to drive strategic deliverables within the Branch.

ENQUIRIES : Dr Sean Phillips Tel No: (012) 336 7573

POST 31/87 : **DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER (DISO) REF NO: 110926/02**
Branch: Corporate Support Services
Cd: Government Information Technology
Dir: Departmental Information Security

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A tertiary qualification (SAQA NQF level 7) in Computer Science or Information Technology. Certified Information System Security Professional (CISSP) and/or Certified Information Security Manager (CISM). Five (5) years' experience in cyber security environment at middle/senior management level. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Knowledge of information and cybersecurity models and frameworks. Knowledge and understanding of relevant legal and regulatory requirements. Knowledge of business ecosystems and business management principles. Knowledge and understanding of network connectivity. Knowledge and understanding of relevant quality standards and procedures (e.g. ISO 9001). Knowledge and understanding of relevant security standards and frameworks (e.g. NIST, ISO 27001). Knowledge of policy development and implementation. Understanding financial management and knowledge of PFMA. Knowledge of project management principles and practices. Knowledge of analytical procedures, strategic capability and leadership. People management and empowerment. Understanding of corporate governance principles. Problem solving and analysis. Client orientation and customer focus. Accountability and ethical conduct. Excellent communication skills (both verbal and written).

DUTIES : Lead, develop, implement and manage the information and cybersecurity program as the Departmental Information Security Officer (DISO). Manage the ICT risk management functions to support the overall Departmental Risk Management framework. Facilitate cyber and information security governance through policy development, standards implementation, awareness programs, and regular reporting to oversight structures. Implement and manage a cybersecurity and data privacy framework, such as NIST, ensuring comprehensive reporting on identity, protection, detection, response, and recovery. Develop, implement, and manage ICT business continuity and disaster recovery processes.

ENQUIRIES : Mr M Njeza Tel No: (012) 336 6965

OTHER POSTS

POST 31/88 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (ELECTRICAL) REF NO: 110926/03**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Worcester

REQUIREMENTS : A Bachelor of Technology (BTech) in Electrical 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 license (except for people with disabilities). Demonstrated experience in infrastructure condition assessment, maintenance planning, project management, design and analysis of electrical-related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven practical experience in mentoring and supervision of graduate candidate technicians and technologists and facilitating training and development. Understanding 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.

DUTIES : 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. Prioritize 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 and supervise candidate technicians and technologists. Lend support to strategic and business planning, financial management, human resource management and general office management of the section

ENQUIRIES : Mr. KM Mbanjwa Tel No: (041) 508 9720

POST 31/89 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 110926/04**
Branch: Infrastructure Management: Northern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Hartbeespoort
REQUIREMENTS : A Bachelor of Technology (BTech) in Civil Engineering or relevant qualification. Six (6) years' post qualification Engineering Technologist experience required. Compulsory registration with Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising.

DUTIES : This role is based at the Cluster office under the Technical Support services, and it offers civil and structural engineering supports to all three Area Offices

(Hartbeespoort Area office, Groblersdal Area Office and Tzaneen Area office). Manage technical services related to civil and structural scope of works at the dams, raw water plants, departmental buildings and support in conjunction with Engineers, Technologist and Associates in the field and technical office activities. Conduct technical activities such as, dam safety inspections, condition assessments, asset verifications. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.

ENQUIRIES : Mr IR Mmutloane Tel No: (012) 200 9000

POST 31/90 : **ENGINEER PRODUCTION GRADE A – C REF NO: 110926/05 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Strategic Infrastructure Asset Management
Sd: Dam Safety Surveillance

SALARY : R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (offer will be based on years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering degree (B Eng / BSc Eng) qualification. Three (3) years of post-qualification experience. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in dam engineering specifically in aspects of dam safety evaluation, monitoring and rehabilitation will be an added advantage. Experience in asset lifecycle management of dams is highly recommended. Knowledge and experience in project and contracts management. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills will be an added advantage. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software.

DUTIES : Conduct dam safety evaluations, monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium-size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2025, FIDIC and NEC Suite 4. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects.

ENQUIRIES : Ms N Mwandla Tel No: (012) 336 8736

POST 31/91 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 110926/06**
Branch: Water and Sanitation Services Management: EC
Cd: Provincial Operations: Eastern Cape

SALARY : R413 001 per annum (Level 08)

CENTRE : King William's Town

REQUIREMENTS : A National Diploma in Human Resources Management or relevant qualification. Three (3) years' experience in Human Resources Management. The disclosure of a valid unexpired driver's license. PERSAL Certificates. Knowledge of Public Service Act and Public Service Regulations. Knowledge of administrative procedures. Knowledge of Basic financial operating systems (PERSAL, BAS, LOGIS etc.). Basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute

resolution process. Knowledge of Recruitment and Selection process. Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Attention to detail. Knowledge of Pension Case Management System. Knowledge of Online Claim Management System (Compeasy).

DUTIES : Measure compliance to HR policies and procedures. Provide training on HR policy & procedure. Provide advice on HR policy or procedure to the department. Implement administrative procedures for the component. Continuously monitor Services and Divisions to ensure correct interpretation and implementation of policies and DPSA directives. Ensure that departmental policies are implemented and aligned to DPSA PSR. HR provisioning (recruitment and selection, appointments, transfers, verification of qualification, secretarial functions at interviews, absorptions, probations periods, etc). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition Measure compliance to HR policies and procedures. Provide training on HR policy & procedure. Continuously monitor the interpretation and implementation of policies and DPSA directives. Provide input in the alignment of departmental policies with DPSA and PSR. HR provision (recruitment and selection, appointments, transfers, verification of qualification, secretariat functions at interviews, absorptions, probations periods, etc). Termination of service. Supervise and verify pension cases captured on the Pension Case Management System to ensure accuracy and compliance. Prepare reports on human administration issues and statistics. Keep statistics of HR administration or HR provisioning activities. Prepare reports on human administration issues and statistics. Prepare and consolidate reports on personnel administration issues. Provide guidance to the department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Keep PERSAL report up to date on the system. Compile monthly reports. Guide and attend to queries as referred by subordinates/other employees. Render policy advisory service to the department based on the legislative mandates. Provide feedback on identified administrative gaps. Implement approved resolutions. Coordinates the pre-Audit review process and provide input on findings. Forecast on the HR requirements and capacity. Allocate and ensure quality of work. Facilitate the training of staff and personnel development. Do PMDS for component. Attends to and controls tasks/activities associated with personnel performance, productivity and discipline. Alignment of the individual performance agreement with business plan. Auditing of attendance registers for the region. Provide supervision and staff within the Human Resource Administration Unit.

ENQUIRIES : Ms PN Tshevu Tel No: (043) 604 5372

POST 31/92 : **WATER CONTROL OFFICER REF NO: 110926/07**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R280 278 per annum (Level 06)
CENTRE : Mthatha
REQUIREMENTS : A relevant NQF level 4. A Senior/Grade 12 Certificate with Mathematical literacy will serve as an added advantage. Internal water control courses will serve as an added advantage. Five (5) years' experience in water control-related environment. The disclosure of a valid unexpired driver's license. A mathematical background is essential. Good communication skills (both verbal and written) Interpersonal skills. Ability to solve practical problems. Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilization and water resource strategy. Knowledge of flood controlling and understanding of Government legislation. Willingness to work overtime and abnormal hours, travel alone in remote areas and frequently stay away from home, work in adverse conditions and confined spaces. The incumbent should also be physically fit to work on heights (ladders, high dam walls, galleries, etc.).

DUTIES : Monitor and control water distribution to water users. Control and monitor the release and distribution of water. Compile the feeder charts from applications received from water users. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure (dams, weirs, canals, pipelines, etc.).

ENQUIRIES : Mr. M Boyce at (083) 412 1966

NOTE : Preference will be given to candidates from the geographical area

POST 31/93 : **REGISTRY CLERK REF NO: 110926/08**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R237 453 per annum (Level 05)

CENTRE : Port Elizabeth (Gqeberha)

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL). 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. Understanding of the work in registry. Knowledge of working procedures in terms of the working environment flexibility.

DUTIES : Provide counter services: Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues Render an effective filling and record management service: Opening and closing files according to record classification system. Filling/storage, tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms Z Gwetyana Tel No: (041) 508 9729

NOTE : Preference will be given to candidates from the Nelson Mandela Bay District

POST 31/94 : **DRIVER / MESSENGER REF NO: 110926/09**
Branch: Water and Sanitation Services Management: EC
Cd: Provincial Operations Eastern Cape

SALARY : R201 093 per annum (Level 04)

CENTRE : King Williams Town

REQUIREMENTS : NQF Level 2. A valid Code 8/10 Driver's License with PDP (Professional Driving Permit).1 Year Experience in driving/messenger environment. Traffic and road safety regulations. Knowledge of the procedures to perform messenger functions and routine office support functions like registry and making photocopies. Occupational Health and Safety (OHS) requirements. Departmental transport policies and procedures. Basic record-keeping and reporting procedures. High sense of responsibility and accountability. Reliability and punctuality. Attention to detail and alertness. Integrity and discretion. Flexibility and Interpersonal Skills. Communications skills. The incumbent will be expected to work extended hours including weekends & public holidays when necessary.

DUTIES : Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Complete logbook, trip authorisation for the vehicle. Safely transport personnel passengers and other departmental

items. Comply with traffic laws. Road safety regulations and departmental transport policies at all times. Do routine maintenance on allocated vehicles and report defect timely. Ensure cleanliness. minor repairs. And regular servicing schedules are adhered cleanliness. minor condition of oil tyres, fuel. And water. Ensure vehicle is kept in a safe place. Complete all required and prescribed records and logbooks regarding the vehicle and goods handled. Conduct routine operational checks and report mechanical or functional defects for repair. Perform daily pre-trip and post trip inspections on vehicles. Prepare correct documentation of trip authorisations, logbooks, and service records. Adhere to road traffic laws, departmental transport policies, and load safety standards. Render clerical support/messenger service in the relevant office. Collect and deliver documents and related items in the department. Copy and fax documents. Assist in registry.

ENQUIRIES : Mr S Dyolisi Tel No: (043) 604 5425

NOTE : NB: Preference will be given to applicants residing within or around the geographical area.

ANNEXURE R

PROVINICIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the closing date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@eccogta.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, emailed, Faxed, posted applications will not be accepted.

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in

automatic disqualification and disciplinary action in the event the candidate has already been appointed.

OTHER POSTS

POST 31/95 : **ADMIN SUPPORT AND COORINATION: MEMBER OF THE EXECUTIVE COUNCIL REF NO: COGTA 01/07/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Head Office / Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF level 6/7) in Public Administration as recognised by SAQA. Three to Five (3-5) years relevant experience as an Assistant Director/Junior Management level in the environment. A valid Code 8 (EB) driver's licence. Competencies: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.
DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organise and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Ensure that Office of MEC plans is guided by statistical evidence from research conducted by various organs of the state. Develop and implement records management policies, file plans, strategies and procedures. Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Coordinate the units and monitor compliance effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Provides a secretarial/receptionist support service to the manager. Manage telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Ensures that office equipment e.g., Fax machines and photocopies are in good working order. Records the engagements of the Head of office regarding arrangements. Complies realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Head. Obtains inputs, collates and compiles reports, e.g.: progress reports Monthly reports Management reports. Scrutinises routine submissions / reports and makes notes and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinates and guide budgeting process and financial reporting. Facilitate identification of Head of office priorities for the MTEF. Consolidate the budget of the Head of office for submission to the Budget Office. Prepare in-year Monitoring report for the Office.
ENQUIRIES : Ms N. Mdubi at 072 657 6518
e-Recruitment Enquiries: recruitment@eccogta.gov.za

POST 31/96 : **DEPUTY DIRECTOR: FIXED ASSET MANAGEMENT REF NO: COGTA 02/07/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Head Office / Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF Level 6/7) in Asset Management, Public Management, Supply Chain Management as recognised by SAQA. Three to Five (3-5) years' experience as an Assistant Director at Asset Management. Ms Word, Excel, PowerPoint. Code 08 valid driver's license. Knowledge of BAS and Logis. Competencies: Treasury Regulation. Asset Management Framework and Circulars. Public Finance Management Act Public Service Act 1994. Public Service Regulations 2001 as amended. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Communication skills. Computer Literate. Negotiating skills. Facilitation skills. Report writing. Co-operation skills. Liaison skills. Networking. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team Builder and player. Supportive.

Stakeholders: Departmental staff. Other Departments (e.g. DPSA, Office of the Premier etc). Private Sectors. NGOs.

DUTIES : Manage the departmental fixed movable and immovable asset registers - Monitor the development and maintenance of Departmental Fixed Asset Register/ Asset Life Cycle (Acquisition, Accounting, Maintenance, Depreciation and Disposal), Asset Register and BAS reconciliation; and journals effected. Manage asset verification - Monitor the physical verification of assets against inventory lists & Asset Register in the Head Office, former regions/ cluster regions and Traditional Councils and ensuring government assets are marked/bar coded. Manage the losses and disposals - Manage, monitor and ensure departmental loss register is kept to date and facilitate disposals and write-offs. Manage lease register - Supervise and monitor the maintenance of lease register and payment of leased machines. Manage The Provision and Development of Asset Policies -Policy consultations. Develop and implement asset related policies and manuals. Monitor the adherence of subordinates and asset custodians the relevant policies. Ensure that all asset custodians are updated with any amendments and developments on policy i.e. compliance with regulations and policies.

ENQUIRIES : Ms N. Mdubi at 072 657 6518
e-Recruitment Enquiries: recruitment@eccogta.gov.za

POST 31/97 : **ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT REF NO: COGTA: 03/07/2026**
Re-advertisement

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF Level 6) in Communications, Public Relations, Media Studies, Journalism and Graphic Design as recognised by SAQA. Three to Five (3-5) years' experience at supervisory level within the communication environment. Proficient knowledge of Microsoft packages Ms word, PowerPoint, Publisher, Excel and Outlook. Code EB. Must be prepared to work on weekends and public holidays. Video production and editing will be an added advantage.

DUTIES : Facilitate the conceptualisation and design of multi-media products. Design newsletters, brochures, and publications for internal and external stakeholders. Design content for the departmental website. Monitor and update the website content and social media platforms. Align departmental information publications, products and website content with corporate identity and departmental mandate. Facilitate the development and implementation of Communication Action Plan (CAP). Source strategic documents including MEC Policy Speech. Develop draft Communication Action Plan (CAP). Review and quality assure the CAP. Facilitate the implementation of the CAP. Facilitate the implementation of the Local Government Communication Forum Draft action plan for the event. Develop CAP for events of Traditional and Khoi-San leadership institutions. Package information about the event and ensure signage is clear and visible. Write articles, take photographs, conduct interviews about the event and post to departmental websites. Monitor communication forum events calendar. Manage allocated resources Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support, and afford staff adequate training and development opportunities. Ensure timeous development of job description, implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms N. Mdubi at 072 657 6518
e-Recruitment Enquiries: recruitment@eccogta.gov.za

POST 31/98 : **ASSISTANT DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: COGTA: 04/07/2026**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Bhisho

REQUIREMENTS	:	National Senior Certificate, An undergraduate qualification (NQF level 6) Diploma in Industrial Engineering, Management Services, Work-study / Industrial Psychology / Production Management / Operations Management & Public Management. Three to Five (3-5) years at supervisory relevant experience in an Organizational Development, Business Process Management and Change Management and Service Delivery Initiatives environment. A valid driver's license is required. In-depth knowledge of Business Process Management frameworks, 2015 Directive on changes to Organizational Structure and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, Treasury guidelines, Change Management Framework and Organizational Design Toolkit and Skills: Able to use Visio (Mapping of Business Processes) Analytical and problem-solving skills, Interpersonal Skills. Communication skills (including advanced report writing and presentation skills) and interpersonal skills and Research skills. Computer literacy (Able to use Visio in mapping business processes). Valid Code 08 (EB) driving license. Incumbents must have worked in Organizational Development field. Competencies: Knowledge of the Business Process Management processes, Job Evaluation Principles, Organisational Design Tool Kit, Principles of organisational Development, Project management principles, Strategic management principles, Performance management principles, Diversity management principles. Skills-Research Report writing, Interpersonal relations, Analysing, and Presentation. Values/Attributes- Interpersonal relations, Integrity, Responsive, Courteous teamwork and Responsible.
DUTIES	:	Provide business efficiency enhancement services. Facilitate and conduct business process improvement initiatives. Conduct organisational functionality assessments of department's internal systems and processes. Conduct an assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework.
ENQUIRIES	:	Ms N. Mdubi at 072 657 6518 e-Recruitment Enquiries: recruitment@eccogta.gov.za
POST 31/99	:	**ADMIN CLERK: AMAMPONDOMISE KINGSHIP REF NO: COGTA: 05/07/2026**
SALARY	:	R237 453 – R271 503 per annum (Level 05)
CENTRE	:	Qumbu
REQUIREMENTS	:	National Higher Certificate/Diploma (NQF level 5). One to two (1-2) years' working experience Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc. Code 8 valid driver's license will be an added advantage. Competencies: Communication skills. Understanding of Traditional Leadership Institution Client orientation and customer focus. Report writing skills, facilitation and co-ordination.
DUTIES	:	Welcome, register and direct guest to appropriate persons or venues. Answer and make phone calls. Respond to general enquiries via emails or by phone. Assist in the clerical tasks data entry, filing, making photocopies. Sort and distribute incoming mail, packages and courier deliveries. Manage conference room schedules. Ensure that the reception and waiting areas remail clean and tidy. Request office supplies when needed. Maintain visitor logs. Adhere to building security and check-in protocols.
ENQUIRIES	:	Ms N. Mdubi at 072 657 6518 e-Recruitment Enquiries: recruitment@eccogta.gov.za
POST 31/100	:	**ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (X12 POSTS)** Re-advertisement
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Maluti Region: Matandela Traditional Council Ref No: COGTA :06A/07/2026 (X1 Post) Dalindyebo Region: Xesibe Traditional Council Ref No: COGTA:06B/07/2026 (X2 Posts) Hala Traditional Council Ref No: COGTA: 06C/07/2026 Western Thembuland Region: Ncuncuzo Traditional Council Ref No: COGTA 06D/07/2026 (X2 Posts) Qamata Basin Traditional Council Ref No: COGTA NO: 06E/07/2026

Rharhabe Region: Amajingqi Traditional Council Ref No: COGTA:06F/07/2026 (X2 Posts)
Amarheledwane Traditional Council Ref No: COGTA :06G/07/2026
Qaukeni Region: Amatshangase Traditional Council Ref No: COGTA 06H/07/2026 (X2 Posts)
Amandengane Traditional Council Ref No: COGTA:06i/07/2026
Nyandeni Region: Malungela Traditional Council Ref No: COGTA 06J/07/2026 (X1 Post)
Sterkspruit Region Hlubi Traditional Council Ref No: COGTA 06K/06/2026 (X1 Post)
Emboland Region Amampondomise AseNtshonalanga Traditional Council Ref No: COGTA:06L/07/2026 (X1 Post)

REQUIREMENTS : National Higher Certificate/Diploma (NQF Level 5). one to two (1-2) years' work experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Code 8 valid driver's license will be an added advantage. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.

DUTIES : Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between Traditional Council, Municipalities, and other stakeholders. Facilitate Involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.

ENQUIRIES : Ms N. Mdubi at 072 657 6518
e-Recruitment Enquiries: recruitment@eccogta.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@eccogta.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, emailed, Faxed, Posted applications will not be accepted.

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to

short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.
Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

MANAGEMENT ECHELON

POST 31/101 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DOE01/08/2026**

SALARY : R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive remuneration package) (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Zwelitsha

REQUIREMENTS : An appropriate recognised NQF Level 7 qualification in Human Resource Management, Human Resource Development, Public Administration, Public Management, Industrial Psychology or a related field. A postgraduate qualification at NQF Level 8 or higher will be an added advantage. Nyukela Certificate for entry into the Senior Management Service (SMS) and a valid driver's licence. A minimum of five (5) years' experience at the Senior Management Service (SMS) level within a Human Resource Management and Development environment. Extensive experience in the implementation of Human Resource Planning & Information Management Systems. Provide guidance in the integrated implementation of Human Resource Development services. Provide guidance in the implementation of strategic Human Resource Administration services. Manage allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Proven knowledge and experience in Risk Management, Internal Control Systems, Compliance Management and the implementation of risk mitigation strategies. Sound knowledge of the Public Service Act, Public Service Regulations, Employment of Educators Act, Skills Development Act, Employment Equity Act, Labour Relations Act, PFMA, Treasury Regulations and other relevant legislation governing Human Resource Management and Development. Competencies: Demonstrable advanced strategic capability and leadership; analytical,

conceptual, and writing skills; strong leadership, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management and other management skills. Client orientation and customer focus, Problem solving, Analytical and Good Communication. Competency in policy development. Knowledge of legislative framework and government procedures on public finance, human resources management, supply chain management and latest advances in public management theory and practice. Ability to work under pressure and willingness to work long hours.

DUTIES : Participate in the Chief Directorate's strategic planning processes and contribute to the achievement of departmental strategic objectives. Monitor and ensure compliance with relevant legislation, policies, regulations, and prescripts, including the maintenance of adequate and appropriate record-keeping systems for all activities and resources within the Chief Directorate. Assume responsibility for the efficient, economical, and effective management and control of the Chief Directorate's budget and expenditure in accordance with applicable financial management prescripts. Manage and facilitate the provision of Human Resource Management and Development services, including overseeing the implementation, monitoring, and review of human resource policies, strategies, and procedures. Provide strategic leadership, guidance, and advice on human resource management practices, including appointments, leave administration, conditions of service, and other human resource administration functions. Manage the coordination and implementation of human resource utilisation and development programmes, including employee performance management, evaluation, recognition, and reward systems. Lead and facilitate human resource planning, workforce strategies, and human resource information systems to support organisational effectiveness and service delivery. Play an active role in the development, implementation, monitoring, and review of the Departmental Human Resource Plan. Conduct research and develop innovative human resource solutions, including the introduction and implementation of systems, digital platforms, and electronic toolkits aimed at improving efficiency, effectiveness, and service delivery within the human resource management environment. Promote continuous improvement and modernisation of human resource processes through the effective use of technology and best practices in human resource management. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. Q Luthuli Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 31/102 : **DIRECTOR: SCHOOL LANDSCAPE MANAGEMENT REVATILISATION & RURAL EDUCATION REF NO: DOE02/08/2026**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Zwelitsha

REQUIREMENTS : An appropriate recognised bachelor's degree (NQF Level 7) in Education Management, Educational Planning, Public Administration, Development Studies, Rural Development, Public Management, Geography, Town and Regional Planning, Social Sciences, Economics, Project Management or a related field. A postgraduate qualification (NQF Level 8 or higher) in any of the aforementioned fields will serve as an added advantage. Successful completion of the Nyukela Public Service Senior Management Service (SMS) Pre-Entry Programme. A valid driver's licence (except for persons with disabilities). A minimum of five (5) years' experience at a middle/senior management level within the education sector, public sector planning, institutional planning, rural development, educational transformation, school

governance, infrastructure planning, district coordination, educational access programmes or related fields. Demonstrable experience in school landscape planning, school rationalisation and realignment processes, education transformation initiatives, institutional planning, rural education development and educational access programmes. Proven experience in coordinating strategic projects and programmes aimed at improving educational outcomes, institutional efficiency and equitable access to quality education. Extensive experience in policy development, strategic planning, implementation, monitoring and evaluation of programmes within the education sector. Proven ability to analyse demographic, enrolment, migration, geographic and socio-economic trends to inform school provisioning, school sustainability and education planning decisions. Competencies: Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES : Provide mapping, and planning services for schools, hostels and scholar transport. Provide revitalisation of schools. Provide the coordination of rural education support. conduct planning liaison with circuits on institutional needs. Facilitate planning for school extension and new school creation. Facilitate the planning for scholar transport and new hostels. Coordinate the right sizing of schools. Administer the approval of changes in school type and classification. Provide data and spatial analysis services. Conduct agricultural schools revitalisation. Conduct revitalisation of historical schools. Conduct revitalisation of township and rural schools. Develop teaching models suitable for rural schools. Coordinate infrastructure development and maintenance for rural schools. Monitor the implementation of SASSA section 14 agreements. Adapt education programs to serve specific needs of rural and deprived learners. Manage education operations. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

ENQUIRIES : Mr. M Harmse Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 31/103 : **DIRECTOR: EDUCATION DISTRICT OFFICE**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Chris Hani East District Ref No: DOE04/08/2026
Alfred Nzo West District Ref No: DOE05/08/2026
Buffalo City Metro District Ref No: DOE06/08/2026

REQUIREMENTS : A three-year relevant Bachelor's degree and a teaching qualification or equivalent qualification (NQF Level 7) as recognized by SAQA; valid driver's licence. A minimum of five years' relevant experience in middle/senior managerial level in the education sector; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional

teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure. Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies. A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES : Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

ENQUIRIES : Mr. M Mbangeni and Mr. M Mpupu Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENT OF HEALTH

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

Frere Tertiary Hospital - Hand deliver/courier to: Human Resource Office, Frere Tertiary Hospital, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Tower Psychiatric Hospital – Hand deliver/courier to: Human Resource Office, Tower Psychiatric Hospital, 16 Somerset Street, Fort Beaufort, 5720. Enquiries: Mr M Mapuka Tel no: 046 645 5008.

Empilisweni Hospital - Hand deliver/courier to: Human Resource Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr J Fonya Tel no: 051 611 0037

Port Alfred Hospital - Hand deliver/courier to: Human Resource Office, Port Alfred Hospital, Southwell Road, Port Alfred, 6170. Enquiries: Ms N Raco Tel no: 046 604 4000.

Frontier Regional Hospital – Hand deliver/courier to: Human Resource Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Road, Queenstown, 5320. Enquiries: Mr T Soxujwa Tel No. 045 808 4225
Nelson Mandela Academic Hospital – Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, 71 Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.
Buffalo City Metro District Office - Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London 5200. Enquires: Ms S Magoloti Tel. No. 043 708 1720.
Livingstone Tertiary Hospital – Hand deliver/courier to: Human Resource Office, Nurses Home, 2nd Floor, Standford and Korsten Road, Gqeberha, 5201. Enquiries: Ms L Mabanga Tel no 041 405 2348
Senqu Sub-District - Hand deliver/courier to: Human Resource Office, Sengu Sub-district, Bensonvale College, Sterkspruit, 9762. Enquiries: Mr. J.S Ndzinde Tel no: 051 633 9617/0781161958.
Amathole District Office - Hand deliver/ courier to: Human Resource Office, Amathole Health District, 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms S Njokweni Tel no: 043 707 6748.
Applications can be submitted via hand delivery/ courier to following addresses: (1) provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: RecruitmentHeadOffice@echealth.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday).

CLOSING DATE : 11 September 2026

MANAGEMENT ECHELON

POST 31/104 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/NMAH/ES/01/08/2026**

SALARY : R1 885 710 – R2 124 237 per annum (Level 15), (all-inclusive remuneration 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

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : National Senior Certificate, a qualification in a clinical field (NQF level 8) as recognized by SAQA. A minimum of 8 years' experience at Senior Management level in the Health Sector. Registration with the relevant Professional Council. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of

all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr K Matshotyana Tel No: (040) 608 1272 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based 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. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Enquiries: Ms. S Ndlabhu Tel no: 040 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/105 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/STEH/ES/01/08/2026**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration 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

CENTRE : OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr K Matshotyana Tel No: (040) 608 1272 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the

mandated DPSA SMS competency assessment tools. 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. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.
Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/106 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/CMH/ES/02/08/2026**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration 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

CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximise revenue through the collection of all income due to the hospital, ensure that the hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation and Asset and Risk management. Finance management: Maximise revenue through the collection of all income due to the hospital, ensure that the hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr K Matshotyana Tel No: (040) 608 1272
e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83

immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.
Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

OTHER POSTS

POST 31/107 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/FTH/01/08/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People

Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plans. Finance Management: Maximise revenue through the collection of all income due to the hospital, ensure that the hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximise revenue through the collection of all income due to the hospital, ensure that the hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital)

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/108 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/EMP/01/08/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD)

CENTRE : Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act

(PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilise all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0037

APPLICATIONS : can be submitted electronically via email to: Jongilizwe.Fonya@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/109 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/BHH/01/08/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD)

CENTRE : Buffalo City Metro, Bhisho Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project

Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms S Mangoloti Tel No: (043) 708 1720

APPLICATIONS : can be submitted electronically via email to Simphiwe.Mangoloti@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/110 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/FTH/01/08/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD)

CENTRE : Buffalo City Metro, Grey Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge

Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilise all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms S Mangoloti Tel No: (043) 708 1720

APPLICATIONS : can be submitted electronically via email to Simphiwe.Mangoloti@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/111 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/MADWH/ES/03/08/2026**

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Amathole District, Madwaleni Hospital

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial

Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms S Gede Tel No: (040) 608 1272
e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and

People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/112 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/SETTH/ES/04/08/2026**

SALARY : R1 101 468 – R 1 297 476 per annum (Level 12), (all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Sarah Baartman District, Settlers Hospital

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms S Gede Tel No: (040) 608 1272
e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your

application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/113 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/APL/TOWER/01/08/2026**

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

CENTRE : Amathole, Tower Psychiatric Hospital

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

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

ENQUIRIES : Mr M Mapuka Tel No: (046) 645 5008

APPLICATIONS : can be submitted electronically via email to: Monde.Mapuka@echealth.gov.za

NOTE	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
CLOSING DATE	:	11 September 2026
POST 31/114	:	**ASSISTANT MANAGER NURSING SPECIALTY (TRAUMA) REF NO: ECHEALTH/AMN-TRAM/FRH/01/08/2026**
SALARY	:	R785 568 – R884 940 per annum, (OSD)
CENTRE	:	Chris Hani District, Frontier Regional Hospital
REQUIREMENTS	:	Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in the relevant speciality. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure.
DUTIES	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
ENQUIRIES	:	Mr T Soxujwa Tel No: (045) 808 4225
APPLICATIONS	:	can be submitted electronically via email to: Thando.Soxujwa@echealth.gov.za
NOTE	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants

must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE : 11 September 2026

POST 31/115 : **ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE (CLINIC SUPERVISION) REF NO: ECHEALTH/ASM/APL/ SENQ/01/08/2026**

SALARY : R785 568 - R884 940 per annum, (OSD)
CENTRE : Joe Gqabi District, Senqu Sub-District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
DUTIES : Promote quality of service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles of nursing care. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and its impact. Render supervision services in the clinics within area of responsibility. Monitor the implementation of clinics' budget and expenditure. Monitor the implementation of health programmes within the clinics. Implement the Eastern Cape Clinic Supervisors manual. Monitor and improve quality care in clinics.
ENQUIRIES : Mr. J.S Ndzinde Tel No: (051) 633 9617/0781161958
APPLICATIONS : can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE : 11 September 2026

POST 31/116 : **ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE (CLINIC SUPERVISION) (CLINIC SUPERVISION) REF NO: ECHEALTH/ASM/APL/BCM/01/08/2026 (X2 POSTS)**

SALARY : R785 568 - R884 940 per annum, (OSD)
CENTRE : Buffalo City Metro
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.

Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. A valid driver's licence.

DUTIES : Promote quality of service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles of nursing care. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and its impact. Render supervision services in the clinics within area of responsibility. Monitor the implementation of clinics' budget and expenditure. Monitor the implementation of health programmes within the clinics. Implement the Eastern Cape Clinic Supervisors manual. Monitor and improve quality care in clinics.

ENQUIRIES : Ms S Mangoloti Tel No: (043) 708 1720

APPLICATIONS : Can be submitted electronically via email to: Simphiwe.Mangoloti@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/117 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/APL/PAH/01/08/2026**

SALARY : R720 819 – R833 775 per annum, (OSD)

CENTRE : Sarah Baartman District, Port Alfred Hospital

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's licence. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources. Initiate and participate in

health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms N Raco Tel No: (046) 604 4000
APPLICATIONS : can be submitted electronically via email to: Neliswa.Raco@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
CLOSING DATE : 11 September 2026

POST 31/118 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/APL/NMAH/01/08/2026**

SALARY : R720 819 – R833 775 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's licence. Computer literacy.
DUTIES : Delegate, supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
ENQUIRIES : Ms Calaza Tel No: (047) 502 4469
APPLICATIONS : can be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification

verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE : 11 September 2026

POST 31/119 : **ASSISTANT DIRECTOR: ORTHOTIC & PROSTHETICS REF NO: ECHEALTH/ASD-O & P/FTH/01/08/2026**

SALARY : R664 410 - R735 930 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA in Medical Orthotics and Prosthetics. Registration with the HPCSA as a Medical Orthotics and Prosthetist. A minimum of 3 years appropriate experience after registration with the HPCSA in Medical Orthotics and Prosthetics of which 5 years must be appropriate experience in Management. Training in management or public health will be an added advantage. Knowledge of relevant legislation such as the National Health Act and the Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, critical thinking skills and analysis, effective communication, client orientation and customer focus. A valid driver's licence.
DUTIES : The efficient and effective delivery of clinical and related administrative MOP services. Effective management & control of O&P budget. Administer the operations & good governance of MO&P centre. Conduct Multi-Disciplinary – and Outreach clinics (PHC). Report on service delivery. Measure, manufacture, fit and service MOP devices. Assist in supervision and training and development of subordinates and students. Assist in proper management of stores and inventory. Manage human resources in the MOP centre. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre that are in line with the National and Provincial strategies. Assist in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital. Manage, coordinate and develop of MOP services at the institutional level. Implement the program according to the National norms and standards. Monitor and evaluate service delivery and report accordingly. Responsible for developing operational and strategic plans for the department. Manage provision of high-quality services through development and implementation of appropriate systems, quality assurance programs, quality improvement plans and internal controls. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices.
ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532.
APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE	:	11 September 2026
POST 31/120	:	**CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/APL/ SENQ/01/08/2026**
SALARY	:	R571 161 - R644 613 per annum, (OSD)
CENTRE	:	Joe Gqabi District, Senqu Sub-district
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyse HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
ENQUIRIES	:	Mr. J.S Ndzinde Tel No: (051) 633 9617/0781161958
APPLICATIONS	:	can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za
NOTE	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
CLOSING DATE	:	11 September 2026
POST 31/121	:	**OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/APL/TOWR/01/08/2026 (X3 POSTS)**
SALARY	:	R571 161 - R644 613 per annum, (OSD)
CENTRE	:	Amathole District, Tower Psychiatric Hospital
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies,

nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required

ENQUIRIES : Mr M Mapuka Tel No: (046) 645 5008
APPLICATIONS : can be submitted electronically via email to: Monde.Mapuka@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
CLOSING DATE : 11 September 2026

POST 31/122 : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: ECHEALTH/NUCMR/ARP/NTSG/01/08/2026**

SALARY : Grade 1: R510 906 - R581 892 per annum, (OSD)
Grade 2: R598 260 - R683 808 per annum, (OSD)
Grade 3: R703 785 - R756 444 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine. Registration with the HPCSA as a Radiographer (Independent Practice) in Nuclear medicine. Experience: **Grade 1**: 4 years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2**: 14 years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer of which 10 years must be after registration in Nuclear Medicine Radiographer. **Grade 3:** 24 years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer of which 20 years must be after registration in Nuclear Medicine Radiographer. General gamma imaging skills. Exposure and experience in CT imaging. Ability to conduct camera quality control Hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Competencies (knowledge/skills): Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.
DUTIES : Hot lab duties. Labelling of radiopharmaceuticals. Performing QC of all equipment. Gamma camera imaging techniques. PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist. Radiation safety implementation. Scheduling of patients. Patient booking. Protocol updates. Teaching. General Nuclear Medicine services.
ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348
APPLICATIONS : can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za
NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship

if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE : 11 September 2026

POST 31/123 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/APL/TOWR/01/08/2026**

SALARY : Grade 1: R413 121 – R472 359 per annum, (OSD)
Grade 2: R482 499 - R550 389 per annum, (OSD)
Grade 3: R564 822 – R683 808 per annum, (OSD)

CENTRE : Amathole District, Tower Psychiatric Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA in Occupational Therapist. Registration with the HPCSA as an Occupational Therapist. **Grade 1**: None. **Grade 2:** A minimum of 10 years' experience with HPCSA as an Occupational Therapist. **Grade 3:** A minimum of 20 years' experience with HPCSA as an Occupational Therapist. Sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.

DUTIES : Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.

ENQUIRIES : Mr M Mapuka Tel No: (046) 645 5008

APPLICATIONS : can be submitted electronically via email to: Monde.Mapuka@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/124	:	**CHIEF ARTISAN GRADE A REF NO: ECHEALTH/CART/APL/FTH/01/08/2026**
SALARY	:	R499 470 - R569 541 per annum, (OSD)
CENTRE	:	Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS	:	Appropriate trade test in Electrical/Mechanical/Building Environment. Ten (10) years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical thinking & problem solving. skills. Knowledge of Project Management, Planning; Organising Skills, Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver licence.
DUTIES	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases and manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success.
ENQUIRIES	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
APPLICATIONS	:	can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za
NOTE	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
CLOSING DATE	:	11 September 2026
POST 31/125	:	**ENGINEERING TECHNICIAN: ELECTRICAL REF NO: ECHEALTH/CA/APL/FTH/01/08/2026**
SALARY	:	R407 337 - R435 066 per annum, (OSD)
CENTRE	:	Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS	:	National Diploma (NQF Level 6) in Engineering or relevant qualification as recognised by SAQA or relevant qualification. Three (3) years post-qualification experience. Compulsory registration with ECSA as an Engineering Technician. Knowledge: Medical equipment maintenance principles. Biomedical

instrumentation. Clinical engineering practices. Occupational Health and Safety Act, Act 85 of 1993. Electrical safety standards. Medical device risk management. Health Technology Management principles. Public Finance Management Act (PFMA). National Treasury Supply Chain Management prescripts. Relevant SANS, IEC and ISO standards applicable to medical devices. Hospital infection prevention and control principles. Asset management systems. Preventive maintenance planning. Quality management systems. Competencies: Medical equipment fault finding. Electronic troubleshooting. Biomedical test equipment operation. Preventive maintenance planning. Calibration techniques. Electrical safety testing. Medical gas equipment knowledge. Networking fundamentals for medical devices. Problem solving. Analytical thinking. Planning and organising. Communication skills. Customer service orientation. Teamwork. integrity. Attention to detail. Time management. Ability to work under pressure. Proficiency in: Digital multimeters. Electrical safety analysers. Defibrillator analysers. Infusion pump analysers. ECG simulators. Patient simulators. Electrosurgical analysers. Gas flow analysers. Ventilator analysers. Oscilloscopes. Biomedical calibration equipment. Willingness to work after hours, weekends and public holidays when required. Participation in standby and emergency call-out duties. Ability to travel between healthcare facilities. Ability to work in theatres, ICUs, emergency units and other specialised clinical areas. Ability to lift and move medical equipment within prescribed occupational health and safety guidelines. Computer literacy (MS Word, Excel, Outlook and CMMS applications. A valid driver's licence.

DUTIES : Execution of operational medical equipment maintenance & repair procedures. Problem solving & analysis, Generic competency within customer focus and communications. Maintaining the equipment maintenance database within department Clinical Engineering, Occupational Health and Safety Act (OHSA) implementation. Mentoring of Students and Artisans. Provide an effective support service to enable an efficient service delivery. Standby duties are compulsory.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/126 : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/ET/APL/NMAH/NTSG/01/08/2026**

SALARY : Grade A: R407 337 - R435 066 per annum, (OSD)
Grade B: R460 086 – R492 729 per annum, (OSD)
Grade C: R518 769 - R610 131 per annum, (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : National Diploma (NQF Level 6) in Engineering or relevant qualification as recognised by SAQA or relevant qualification. Three (3) years post-qualification experience. Compulsory registration with ECSA as an Engineering Technician. Knowledge: Medical equipment maintenance principles. Biomedical instrumentation. Clinical engineering practices. Occupational Health and

Safety Act, Act 85 of 1993. Electrical safety standards. Medical device risk management. Health Technology Management principles. Public Finance Management Act (PFMA). National Treasury Supply Chain Management prescripts. Relevant SANS, IEC and ISO standards applicable to medical devices. Hospital infection prevention and control principles. Asset management systems. Preventive maintenance planning. Quality management systems. Competencies: Medical equipment fault finding. Electronic troubleshooting. Biomedical test equipment operation. Preventive maintenance planning. Calibration techniques. Electrical safety testing. Medical gas equipment knowledge. Networking fundamentals for medical devices. Problem solving. Analytical thinking. Planning and organising. Communication skills. Customer service orientation. Teamwork. integrity. Attention to detail. Time management. Ability to work under pressure. Proficiency in: Digital multimeters. Electrical safety analysers. Defibrillator analysers. Infusion pump analysers. ECG simulators. Patient simulators. Electrosurgical analysers. Gas flow analysers. Ventilator analysers. Oscilloscopes. Biomedical calibration equipment. Willingness to work after hours, weekends and public holidays when required. Participation in standby and emergency call-out duties. Ability to travel between healthcare facilities. Ability to work in theatres, ICUs, emergency units and other specialised clinical areas. Ability to lift and move medical equipment within prescribed occupational health and safety guidelines. Computer literacy (MS Word, Excel, Outlook and CMMS applications. A valid driver's licence.

DUTIES : Preventive Maintenance: Perform scheduled preventive maintenance on medical equipment. Conduct functional performance verification. Inspect equipment for safety and operational compliance. Ensure maintenance is performed according to manufacturer recommendations. Maintain maintenance schedules and service records. Corrective Maintenance: Diagnose equipment faults. Perform repairs on electronic, electrical, electro-mechanical and biomedical equipment. Replace defective components. Verify equipment performance following repairs. Return equipment to clinical service after safety testing. Calibration and Performance Testing: Calibrate medical devices using approved biomedical test equipment. Verify measurement accuracy. Maintain calibration records. Ensure traceability of calibration standards. Installation and Commissioning: Install new medical equipment. Perform acceptance testing. Verify compliance with technical specifications. Commission equipment for clinical use. Provide installation reports. Medical Equipment Management: Maintain accurate asset registers. Update the Computerised Maintenance Management System (CMMS). Monitor equipment downtime. Recommend replacement of obsolete equipment. Assist in equipment lifecycle management. Procurement Support: Develop generic technical specifications for medical equipment. Evaluate quotations and technical bids. Participate in equipment demonstrations. Conduct technical evaluations. Assist Supply Chain Management during procurement processes. Contractor Management: Supervise external service providers. Verify work performed by contractors. Monitor service level agreements. Certify completed maintenance work. Ensure compliance with contractual obligations. Quality Assurance: Ensure compliance with hospital quality standards. Conduct equipment safety inspections. Participate in internal audits. Report non-conformances. Implement corrective actions. User Support and Training: Train healthcare personnel on the safe operation of medical equipment. Provide technical advice to end users. Respond to equipment-related emergencies. Promote correct equipment handling practices. Administration: Compile technical reports. Maintain service records. Prepare maintenance statistics. Record repair history. Submit monthly performance reports. Maintain inventory of spare parts and test equipment.

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469

APPLICATIONS : can be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two

pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE : 11 September 2026

POST 31/127 : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/ET/APL/LIV/NTSG/01/08/2026**

SALARY : Grade A: R407 337 - R435 066 per annum, (OSD)
Grade B: R460 086 – R492 729 per annum, (OSD)
Grade C: R518 769 - R610 131 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : National Diploma (NQF Level 6) in Engineering or relevant qualification as recognised by SAQA or relevant qualification. Three (3) years post-qualification experience. Compulsory registration with ECSA as a Engineering Technician. Knowledge: Medical equipment maintenance principles. Biomedical instrumentation. Clinical engineering practices. Occupational Health and Safety Act, Act 85 of 1993. Electrical safety standards. Medical device risk management. Health Technology Management principles. Public Finance Management Act (PFMA). National Treasury Supply Chain Management prescripts. Relevant SANS, IEC and ISO standards applicable to medical devices. Hospital infection prevention and control principles. Asset management systems. Preventive maintenance planning. Quality management systems. Competencies: Medical equipment fault finding. Electronic troubleshooting. Biomedical test equipment operation. Preventive maintenance planning. Calibration techniques. Electrical safety testing. Medical gas equipment knowledge. Networking fundamentals for medical devices. Problem solving. Analytical thinking. Planning and organising. Communication skills. Customer service orientation. Teamwork. integrity. Attention to detail. Time management. Ability to work under pressure. Proficiency in: Digital multimeters. Electrical safety analysers. Defibrillator analysers. Infusion pump analysers. ECG simulators. Patient simulators. Electrosurgical analysers. Gas flow analysers. Ventilator analysers. Oscilloscopes. Biomedical calibration equipment. Willingness to work after hours, weekends and public holidays when required. Participation in standby and emergency call-out duties. Ability to travel between healthcare facilities. Ability to work in theatres, ICUs, emergency units and other specialised clinical areas. Ability to lift and move medical equipment within prescribed occupational health and safety guidelines. Computer literacy (MS Word, Excel, Outlook and CMMS applications. A valid driver's licence.

DUTIES : Preventive Maintenance: Perform scheduled preventive maintenance on medical equipment. Conduct functional performance verification. Inspect equipment for safety and operational compliance. Ensure maintenance is performed according to manufacturer recommendations. Maintain maintenance schedules and service records. Corrective Maintenance: Diagnose equipment faults. Perform repairs on electronic, electrical, electro-mechanical and biomedical equipment. Replace defective components. Verify equipment performance following repairs. Return equipment to clinical service after safety testing. Calibration and Performance Testing: Calibrate medical devices using approved biomedical test equipment. Verify measurement accuracy. Maintain calibration records. Ensure traceability of calibration standards. Installation and Commissioning: Install new medical equipment. Perform acceptance testing. Verify compliance with technical specifications. Commission equipment for clinical use. Provide installation reports. Medical Equipment Management: Maintain accurate asset registers. Update the Computerised Maintenance Management System (CMMS). Monitor equipment downtime. Recommend replacement of obsolete equipment. Assist in equipment lifecycle management. Procurement Support: Develop generic technical specifications for medical equipment. Evaluate quotations and

technical bids. Participate in equipment demonstrations. Conduct technical evaluations. Assist Supply Chain Management during procurement processes. Contractor Management: Supervise external service providers. Verify work performed by contractors. Monitor service level agreements. Certify completed maintenance work. Ensure compliance with contractual obligations. Quality Assurance: Ensure compliance with hospital quality standards. Conduct equipment safety inspections. Participate in internal audits. Report non-conformances. Implement corrective actions. User Support and Training: Train healthcare personnel on the safe operation of medical equipment. Provide technical advice to end users. Respond to equipment-related emergencies. Promote correct equipment handling practices. Administration: Compile technical reports. Maintain service records. Prepare maintenance statistics. Record repair history. Submit monthly performance reports. Maintain inventory of spare parts and test equipment.

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469

APPLICATIONS : can be submitted electronically via email to Noms.Tsotsobe@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/128 : **ARTISAN REF NO: ECHEALTH/CA/APL/FTH/01/08/2026**

SALARY : Grade A: R253 341 - R281 172 per annum, (OSD)
Garde B: R297 249 – R329 898 per annum, (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Appropriate trade test certificate in Mechanical/Carpentry/Plumbing /Electrical with 3-5 years' experience. Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. A valid drivers' licence.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily

preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532.

APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

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

CLOSING DATE : 11 September 2026

POST 31/129 : **ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/MRH/ARP/ES/05/08/2026 (X7 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES : Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training

initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

ENQUIRIES : Mr M Shabane Tel No: (047) 502 4143/4008
e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Enquiries: Ms. S Ndlabhu Tel no: 040 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/130 : **ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/DORA/ARP/ES/07/08/2026 (X7 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records

Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES : Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

ENQUIRIES : Ms B Bomela Tel No: (041) 406 4421
e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the

mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/131 : **ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/FRH/ARP/ES/08/08/2026 (X7 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES : Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE	:	Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.
ENQUIRIES	:	Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
CLOSING DATE	:	11 September 2026. Applications received after closing date will not be considered.
POST 31/132	:	**ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/FRONTH/ARP/ES/09/08/2026 (X7 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Chris Hani District, Frontier Regional Hospital
REQUIREMENTS	:	National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES : Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

ENQUIRIES : Mr T Soxujwa Tel No: (045) 808 4225 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment

Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/133 : **PORTER REF NO. ECHEALTH/POR/AMA/ES/10/08/2026 (X15 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Amathole District
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms S Njokweni Tel No: (043) 709 2487/2532 or Enquiries: Themba.Toko@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency

assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/134 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/FTH/ES/11/08/2026 (X19 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required

documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/135 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/FTH/ES/12/08/2026 (X4 POSTS)**

SALARY : R144 024 - R 169 656 per annum (Level 02)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application

but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/136 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/FTH/ES/13/08/2026 (X7 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to

the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

POST 31/137 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/FTH/ES/14/08/2026 (X4 POSTS)**

SALARY : R144 024 - R 169 656 per annum (Level 02)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za
NOTE	:	Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.
ENQUIRIES	:	Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
CLOSING DATE	:	11 September 2026. Applications received after closing date will not be considered.
POST 31/138	:	**PORTER REF NO: ECHEALTH/POR/AMA/ES/15/08/2026 (X12 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

ENQUIRIES : Ms. S Ndlabhu Tel No: (040) 608 1272 e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

PROVINCIAL TREASURY

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitmentenquiries@ectreasury.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email address. Hand-delivered, E-mailed, Faxed, or Posted applications will not be accepted.

CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

INTERNSHIP PROGRAMME
PERIOD: 24 MONTHS (2026/27-2027/28)

OTHER POSTS

POST 31/139	:	**INTERNS: COMMUNICATION REF NO: PT. 01 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097. per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Graphic Designing / Journalism. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/140	:	**INTERNS: SECURITY AND WORK ENVIRONMENT REF NO: PT. 02 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Occupational Safety Management /Security Management. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/141	:	**INTERNS: RECORDS MANAGEMENT REF NO: PT. 03 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Archives and Records Management. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/142	:	**INTERN: INTERNAL AUDIT REF NO: PT. 04 /08 /2026 (X1 POST**)
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Internal Auditing. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/143	:	**INTERNS: RISK MANGEMENT REF NO: PT. 05 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Internal Auditing. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za

POST 31/144	:	**INTERNS: GOVERNMENTAL ICT MANAGEMENT REF NO: PT. 06 /08 /2026 (X3 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Computer Science or Information Systems or Information Technology - Applications / Software Development / Communication networks / Support Services / Information Security. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/145	:	**INTERNS: HUMAN RESOURCE DEVELOPMENT REF NO: PT. 07 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Human Resource Development / Management of Training. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/146	:	**INTERN: OFFICE OF THE DDG: SUSTAINABLE FISCAL RESOURCE MANAGEMENT REF NO: PT. 08 /08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Office Management and Technology. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/147	:	**INTERN: INFRASTRUCTURE MANAGEMENT REF NO: PT. 09 /08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Built Environment / Geographical Information System. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/148	:	**INTERN: PUBLIC ENTITIES REF NO: PT. 10 /08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Econometrics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za

POST 31/149	:	**INTERNS: BUDGET MANAGEMENT REF NO: PT. 11 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/150	:	**INTERNS: FINANCIAL ASSET MANAGEMENT REF NO: PT. 12 /08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/151	:	**INTERNS: MACRO ECONOMIC ANALYSIS REF NO: PT. 13 /08 /2026 (X3 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Econometrics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/152	:	**INTERN: DATA MANAGEMENT REF NO: PT. 14 /08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in ICT Management. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/153	:	**INTERN: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACTS REF NO: PT. 15/ 08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Information Systems. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an eMail to: erecruitmentenquiries@ectreasury.gov.za
POST 31/154	:	**INTERN: INFRASTRUCTURE PROCUREMENT REF NO: PT. 16/ 08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Quantity Surveying / Civil Engineering.

		Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
POST 31/155	:	**INTERN: FINANCIAL GOVERNMENCE (PROGRAMME SUPPORT) REF NO: PT. 17/ 08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Economics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
POST 31/156	:	**INTERN: FINANCIAL INFORMATION SYSTEMS REF NO: PT. 18/ 08 /2026 (X1 POST)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Information Systems. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
POST 31/157	:	**INTERNS: TRANSVERSAL INTERNAL AUDIT, TRANSVERSAL RISK & PROVINCIAL FORENSIC AUDIT SERVICES REF NO: PT. 19/ 08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Internal Audit / Risk Management. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
POST 31/158	:	**INTERNS: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 20/ 08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Chris Hani District
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Economics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za
POST 31/159	:	**INTERNS: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 21/ 08 /2026 (X2 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Alfred Nzo District
REQUIREMENTS	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Economics. Applicants

must be unemployed and never participated in an internship programme previously.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

POST 31/160 : **INTERNS: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 22/ 08 /2026 (X2 POSTS)**

STIPEND : R98 097 per annum
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Economics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

POST 31/161 : **INTERNS: MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 23/ 08 /2026 (X2 POSTS)**

STIPEND : R98 097 per annum
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Economics. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

POST 31/162 : **INTERNS: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT. 24/ 08 /2026 (X2 POSTS)**

STIPEND : R98 097 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Civil Engineering / Quantity Surveying. Applicants must be unemployed and never participated in an internship programme previously.
ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: e-recruitment-bhisho@ecdpw.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, emailed, Faxed, Posted applications will not be accepted.
CLOSING DATE : 11 September 2026. Applications received after closing date will not be considered.
NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for

an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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 Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

OTHER POSTS

POST 31/163 : **ASSISTANT DIRECTOR: LEASES REF NO: DPWI 15/07/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : Queenstown
REQUIREMENTS : National Senior Certificate. Degree/ National Diploma (NQF Level 6 as recognized by SAQA) in Law/Real Estate/ Property Management/ Town & Regional Planning. 3 years’ experience in supervisory level or SL7/8 and in Property Management. A valid driver's license. Knowledge And Skills: Knowledge, understanding and application of the legislative framework that governs the Public Service. Knowledge and understanding of lease administration and contract administration. Knowledge and understanding of Revenue management and billing processes. Knowledge of property valuation principles. Knowledge of SCM processes relating to leasing. Knowledge of municipal billing systems and contract management. Financial analysis (lease billing, municipal accounts). Stakeholder engagement. Negotiation skills. Report writing. Problem-solving. Coordination and planning.
DUTIES : Coordinate administration of income leases agreements for state-owned properties. Coordinate administration and maintenance of income lease agreements for state-owned properties. Facilitate processing, approval, and execution of lease agreements in line with policy. Monitor alignment of lease agreements with market-related valuations and departmental guidelines. Monitor compliance with lease conditions and facilitate corrective interventions. Oversee accurate updating of lease registers and submission of lease

information for billing. Coordinate termination and renewal of income leases. Coordinate identification of leases due for termination or renewal. Facilitate preparation and communication of termination and renewal processes. Monitor compliance with contractual and legal requirements. Oversee property exit inspections, documentation, and asset safeguarding. Monitor updating of lease records and financial systems. Coordinate management of Municipal services accounts for leased properties. Coordinate verification and administration of municipal accounts for state-owned properties. Monitor accuracy of billing information and alignment with tariff structures. Facilitate submission of verified payments to finance for processing. Monitor reconciliation of municipal accounts and resolve discrepancies. Maintain accurate records of municipal payments and property-related financial obligations. Coordinate Lease related SCM processes and revenue-generating lease initiatives. Coordinate SCM processes relating to leasing and disposal of state-owned properties. Facilitate preparation and submission of bid documentation and lease agreements. Support implementation of revenue-generating lease initiatives. Coordinate feasibility assessments and approval processes for property development opportunities. Monitor progress of leasing initiatives and ensure compliance with SCM prescripts. Supervise the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

ENQUIRIES : Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Mr. S. Gongqa at 083 627 2151
e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za

NOTE : EE Target: Youth, White Male

POST 31/164 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DPWI 21/07/2027**

SALARY : R487 197 per annum (Level 09)
CENTRE : Gqeberha
REQUIREMENTS : National Senior Certificate/ National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management / Logistics / Operations Management / Public Management / Public Administration /Purchase Management/ Procurement with three years' experience at supervisory level or salary level 7/8 in Demand Management. A valid driver's licence. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. People Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving.

DUTIES : Facilitate the development of procurement plans for the District (threshold below R500 000): Liaise with programme heads to source inputs, Analyse and verify the plans in consultation with the programmes/units, Align the draft procurement plan with the allocated budget, Consolidate the District procurement plan, Monitor, review and assess existing plans and report and check compliance on the submitted RFQS and RFP's, Monitor spending analysis of the procurement plan and submit reports. Conduct needs analysis of the district: Verify past spending of the district, compare stores against procurement plan, advise on District needs planning and spending, and assess District future needs. Perform commodity/industry analysis: Check available commodities in the market to meet the requirements of the district; conduct industry analysis to determine the types of industries; perform life cycle cost analysis for the district; provide an updated price index. Monitor the procurement process for goods and services: Ensure timeous procurement of goods/services; ensure value for money in the procurement of goods/services;

advise during Bid Specification Committee (BSC) sittings; monitor compliance with SCM prescripts; monitor safekeeping of BID documents; compile monthly, quarterly, and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Ms C. Bermoskie at 083 797 8135 / Mr. S. Damane at 083 797 8135
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : EE Target: White Female

POST 31/165 : **SCM OFFICER: ACQUISITION MANAGEMENT (X5 POSTS)**

SALARY : R338 106 per annum (Level 07)
Bisho Ref No: DPWI 35/07/2026 (X2 Posts)
Mount Ayliff Ref No: DPWI 36/07/2026
Gqeberha Ref No: DPWI 37/07/2026
Queenstown Ref No: DPWI 38/07/2026

REQUIREMENTS : National Senior Certificate/ National Diploma in SCM/Logistics/ Cost & Management Accounting/ Financial Accounting/Financial Information System/Public Management/Public Administration (NQF Level 06) with 1-2 years' experience in Acquisition Management. A valid driver's license. Knowledge And Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. Good Communication Skills (verbal & written), Computer Literate, Planning and Organising.

DUTIES : Render acquisition services, compile the request for quotation documents, Verify registration of service providers identified on LOGIS, Execute the bidding / quotation process, Publish tender invitations. Send request for quotation documents to the identified service providers, Receive and open bid / quotation documents, Print CSD report, Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations, Publish tender award where applicable, Conduct compliance check on documentation, utilize standard checklist to confirm policy compliance regarding quotes, Send complete document for verification, Record the received quotation documents on the quotation register for the end user to collect, Submit complete documentation for further processing at Logistics Management.

ENQUIRIES : Ms S. Zazini at 066 489 6117/ Mr L Maliti at 066 489 6117
for Mount Ayliff posts: Ms O. Mailula at 060 979 3691/ Ms N. Gcabi at 060 979 3691
Ms. N. Ndawo at 083 627 2151/ Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151
Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Bisho (EE Target: Youth Indian Female and Youth White Female)
Mount Ayliff (EE Target: White Male with Disability)
Gqeberha (EE Target: Coloured Male with Disability)

POST 31/166 : **SECURITY OFFICER REF NO: DPWI 77/07/2026**

SALARY : R170 226 per annum (Level 03)
CENTRE : Queenstown
REQUIREMENTS : National Senior Certificate. Basic security officer's course Grade C registration with Private Security Industry Regulatory Authority (PSIRA). A valid driver's license and 0 – 2 years' work-related experience required. Knowledge and Skills: Knowledge of access control procedures, Knowledge of measures of control and movement of equipment & stores, Knowledge of admission control and visitor management procedures, Knowledge of prescribed security

prescripts and procedures e.g Minimum Information Security Standard (MISS), Minimum Physical Security Standards (MPSS), Protection of Information Act, Criminal Procedure Act, Occupational Health and Safety (OHS) Act, Protection of Information Act, Emergency Procedures, Knowledge of PSIRA requirements and security officer conduct, Knowledge of Security patrol procedures, Knowledge of Batho Pele principles. Communication skills, Computer Literacy, Listening Skills, Conflict Handling, Observation skills, Basic incident handling skills, Time Management, Ability to read and write.

DUTIES : Perform access control functions. Determine appointments or services that the visitors require. Contact relevant employee to confirm appointments or refer visitors to the relevant service delivery point. Complete or ensure that the admission control register is completed. Issue admission control documents/cards as required. Escort visitors to relevant employees/venues where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Follow-up on incidents. Undertake building/premises patrols Identify and check doors are locked or unlocked as required. Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required. Check suspicious objects and packages and report. Apply emergency procedures. Ensure safe keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at pints of entry according to classification and the prescript.

ENQUIRIES : Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151
e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to Youth, African Female.

ANNEXURE S

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUTY SAFETY, ROADS AND TRANSPORT-FLEET MANAGEMENT TRADING ENTITY

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

APPLICATIONS : applications for the Department of Community Safety, Roads and Transport to be submitted to: Acting Chief Director: Fleet Management, Cnr Harvey & Rhodes Avenue, Oranjesig, Bloemfontein, 9300 or delivered by Hand at Government Garage Building, Bloemfontein.

CLOSING DATE : 11 September 2026

NOTE : Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed 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 a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 appointments. 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 31/167 : **CHIEF ARTISAN GRADE A: MECHANICAL REF NO: FMTE 07/08/2026 (X3 POSTS)**

SALARY : R499 470 per annum, (OSD)

CENTRE : Bloemfontein

REQUIREMENTS : A minimum of Grade 12 or equivalent. A valid driver's license. An appropriate Trade Test Certificate (Red Seal) in Diesel Mechanical. A minimum of ten (10) years' experience as an Artisan and/or Artisan Foreman in the relevant trade. Applicants must have experience in vehicles, heavy vehicle, construction plant, earthmoving equipment or related technical maintenance environments. Applicants should have at least two (2) years' experience in a supervisory role. Applicants are required to be able to perform duties in offices, workshops,

districts and field/operational sites. A post-matric qualification will be an added advantage. Knowledge and Skills: Project management; technical design, diagnostics and analysis; vehicle, plant and equipment mechanical systems; computer-aided technical and diagnostic applications; relevant statutory compliance; technical report writing and consulting; maintenance and production processes; problem solving and decision making; quality assurance; financial and resource management; people management; change management; communication; computer skills; planning and organising.

DUTIES : Manage technical services and support across field, workshop, district and technical office activities within the mechanical discipline. Manage and coordinate maintenance, repairs, inspections, complex diagnostics, technical assessments and operational priorities. Ensure quality assurance and compliance with technical, safety, statutory and regulatory requirements. Manage Artisan Foremen, Artisans and related technical personnel, resources and assets. Provide input into technical procedures, operational plans and budgets, and compile technical and management reports. Monitor expenditure and promote the efficient utilisation of resources. Manage staff performance and development, provide senior technical advice and support, and manage conflict where required. Maintain and advance technical expertise and support continuous improvement and the introduction of appropriate technologies. Engage formally and regularly with relevant stakeholders. Manage and coordinate stakeholder meetings at technical and district levels.

ENQUIRIES : Mr. J Kwalepe at 060 843 5868

APPLICATIONS : can also be emailed in the following address: fleetchiefartisan@freetrans.gov.za

POST 31/168 : **CHIEF ARTISAN GRADE A: AUTO - ELECTRICAL REF NO: FMTE 08/08/2026 (X1 POST)**

SALARY : R499 470 per annum, (OSD)

CENTRE : Motheo

REQUIREMENTS : A minimum of Grade 12 or equivalent. A valid driver's license. An appropriate Trade Test Certificate (Red Seal) in Auto-Electrical. A minimum of ten (10) years' experience as an Artisan and/or Artisan Foreman in the relevant trade. Applicants must have experience in vehicles, heavy vehicle, construction plant, earthmoving equipment or related technical maintenance environments. Applicants should have at least two (2) years' experience in a supervisory role. Applicants are required to be able to perform duties in offices, workshops, districts and field/operational sites. A post-matric qualification will be an added advantage. Knowledge and Skills: Project management; technical design, diagnostics and analysis; vehicle, plant and equipment auto-electrical systems; computer-aided technical and diagnostic applications; relevant statutory compliance; technical report writing and consulting; maintenance and production processes; problem solving and decision making; quality assurance; financial and resource management; people management; change management; communication; computer skills; planning and organising.

DUTIES : Manage technical services and support across fields, workshop, district and technical office activities within the auto-electrical discipline. Manage and coordinate maintenance, repairs, inspections, complex diagnostics, technical assessments and operational priorities. Ensure quality assurance and compliance with technical, safety, statutory and regulatory requirements. Manage Artisan Foremen, Artisans and related technical personnel, resources and assets. Provide input into technical procedures, operational plans and budgets, and compile technical and management reports. Monitor expenditure and promote the efficient utilisation of resources. Manage staff performance and development, provide senior technical advice and support, and manage conflict where required. Maintain and advance technical expertise and support continuous improvement and the introduction of appropriate technologies. Engage formally and regularly with relevant stakeholders. Manage and coordinate stakeholder meetings at technical and district levels.

ENQUIRIES : Mr. J Kwalepe at 060 843 5868

APPLICATIONS : can also be emailed in the following address: fleetchiefartisan@freetrans.gov.za

POST 31/169	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: FMTE 01/08/2026 (X1 POST)**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate plus National Diploma in Human Resource Management / Labour Relations/ Human Resource Development/ Public Administration / Public Management (NQF Level 6) or related equivalate qualification. Minimum of 5 years' supervisory level experience in human resource management environment. PERSAL courses including Leave Administration, MMS and SMS packaged, Provisioning, Utilisation, Terminations and Service Conditions. A valid drivers' license. Knowledge and experience in pension administration. Job related knowledge: Employment Equity Act. Public Service Regulations. Public Service Act. Skills Development Act. Labour Relations. Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administration Justice Act (PAJA). Public Finance Management Act. Job Related skills. Analytical thinking. Communication (verbal and written). Computer literacy. Report writing. Problem solving.
DUTIES	:	Implement and monitor human resource resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identity, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshop. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that applications leave comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service terminations of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshop / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve/authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submissions and supporting documents for advertisement. Ensure that that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualifications screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL.
ENQUIRIES	:	Mr. L. Leiee at 082 835 0088
APPLICATIONS	:	can also be emailed in the following address: fleetassistantdir@freetrans.gov.za

POST 31/170	:	**ARTISAN FOREMAN GRADE A: MECHANICAL (X3 POSTS)**
SALARY	:	R397 329 per annum, (OSD)
CENTRE	:	Lejweleputswa Ref No: FMTE 09/08/2026 (X1 Post) Kroonstad: Ref No: FMTE 10/08/2026 (X1 Post) Bloemfontein Ref No: FMTE 11/08/2026 (X1 Post)
REQUIREMENTS	:	A minimum of Grade 12 or equivalent. A valid driver's license. An appropriate Trade Test Certificate (Red Seal) in Diesel Mechanical. A minimum of five (5) years' experience as an Artisan. Experience in vehicles, heavy vehicle, construction plant, earthmoving equipment or related mechanical maintenance environments will be an added advantage. Applicants are required to be able to perform duties at workshops, districts and field/operational sites. A post-matric qualification will be an added advantage. Knowledge and Skills: Team leadership; technical analysis and fault diagnosis; vehicle, plant and equipment maintenance; diesel, mechanical, electrical and hydraulic systems; maintenance operations; computer-aided technical applications; relevant statutory compliance; technical report writing; problem solving and decision making; quality assurance; planning and organising; communication; computer skills; resource management and conflict management.
DUTIES	:	Perform and/or supervise maintenance, repair, inspection, fault diagnosis and testing of vehicles, plant and equipment across workshop, district and field operations. Plan, allocate and schedule work and provide technical guidance to Artisans and other technical personnel. Ensure quality assurance and compliance with technical and safety standards. Monitor maintenance activities, work-in-progress and technical records. Plan and control required resources, equipment and materials; obtain quotations and initiate requirements where applicable. Compile reports and provide inputs into operational planning. Supervise, mentor and develop staff, and maintain and advance technical expertise. Participate in technical meetings.
ENQUIRIES	:	Mr. J Kwalepe at 060 843 5868
APPLICATIONS	:	can also be emailed in the following address: fleetchiefartisan@freetrans.gov.za
POST 31/171	:	**STATE ACCOUNTANT REF NO: FMTE 02/08/2026 (X2 POSTS)**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Bachelors' degree / National Diploma in Financial Accounting/ Financial Management/Cost and Management Accounting (NQF Level 6). A minimum of 3 - 5 years' experience. Possession of a valid driver's license. Knowledge of financial functions, practices as well as the ability to capture data, operate computers and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, General Recognised Accounting Practice (GRAP). Knowledge of financial operating systems (PERSAL, BAS, etc.). Skills: Computer skills, planning and organizing, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal. Conduct asset verification for owned and leased assets. Regular update of the Asset register and lease register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete, and lost assets. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased asset & disposal-related inquiries. Ensure provision of expenditure and general payments services. Ensure cash and revenue management services pertaining to leased assets. Ensure provision of asset liability and debt management. Ensuring provision of bookkeeping and financial accounting services.
DUTIES	:	Management of GG Account. Check and monitor monthly GG account accuracy. Request payment of FS departments from Treasury. Revenue management. Debtor's management. Cashier Public Tenders. Expenditure management. Creditor and petty cash management. Overtime, S&T, ACB

		Recall management, Recon and payment of Fleet transactions. Cash and Bank management. Monitor daily debit and credit transactions on BAS and the bank account. Monitor bank balance and cash flow (budget monthly payments) Monthly and FYE closure. Monitor and control asset and liability accounts. Ensure clearance of zero accounts. Key Control Matrix (KCM) reporting to Treasury. Compile the bank KCM annexures. Capture and process transactions on BAS.
ENQUIRIES	:	Mr. L. Leiee at 082 835 0088
APPLICATIONS	:	can also be emailed in the following address: fleetassistantdir@freetrans.gov.za
POST 31/172	:	**ARTISAN PRODUCTION GRADE A: MECHANICAL (X7 POSTS)**
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Motheo Ref No: FMTE 12/08/2026(X1 Post) Lejweleputswa Ref No: FMTE 13/08/2026 (X1 Post) Thabo Mofutsanyane Ref No: FMTE 14/08/2026 (X2 Posts) Bloemfontein Ref No: FMTE 15/08/2026 (X3 Posts)
REQUIREMENTS	:	A minimum of Grade 10 or equivalent. A valid driver's license. An appropriate Trade Test Certificate (Red Seal) in Diesel Mechanical. Experience in vehicle, heavy vehicle, construction plant, earthmoving equipment or related mechanical maintenance environments will be an added advantage. Applicants are required to be able to perform duties at workshops, districts and field/operational sites. A post-matric qualification will be an added advantage. Knowledge and Skills: Technical analysis and fault finding; vehicle, plant and equipment maintenance; diesel, mechanical, basic electrical and hydraulic systems; maintenance and repair practices; technical and legal compliance; technical report writing; computer-aided technical applications; problem solving; decision making; teamwork; communication; computer skills; planning and organising.
DUTIES	:	Inspect, diagnose, service, maintain, repair and test vehicles, plant and equipment in accordance with prescribed standards and schedules. Perform preventative and corrective maintenance and provide breakdown and field support where required. Ensure quality of completed work; maintain job cards, maintenance records and registers; compile relevant reports and provide inputs into operational planning. Ensure the safe use of tools and equipment and compliance with applicable technical and safety requirements. Supervise and mentor support personnel where required and maintain technical expertise through continuous development.
ENQUIRIES	:	Mr. J Kwalepe at 060 843 5868
APPLICATIONS	:	can also be emailed in the following address: fleetchiefartisan@freetrans.gov.za
POST 31/173	:	**ADMINISTRATION CLERK: HRM REF NO: FMTE 03/08/2026 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Qwaqwa
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be a citizen of the Republic of South Africa, of which documentary proof must be furnished. Must be in possession of Grade 12/ Senior Certificate/ NCV Level 4/ NQF Level 4 or equivalent appropriate qualification as recognized by SAQA. Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills. Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem – solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Update employee's files. Closely liaise with the head office on information of personnel matters. Assist employees with filling in pension and medical aid forms. Maintain effective flow of documents and safe keeping of records. Receive PDMS documents and send them to the head office. Facilitate and provide administrative support for the implementation of conditions of service and service benefits (Leave, Housing, Medical S & T, Injury on duty, Long service recognition, overtime, relocation, pension, allowances and termination of service).
ENQUIRIES	:	Mr. L. Leiee at 082 835 0088

APPLICATIONS	:	can also be emailed in the following address: fleetadminclerk@freetrans.gov.za
POST 31/174	:	**ADMINISTRATION CLERK: TRANSPORT REF NO: FMTE 04/08/2026 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Qwaqwa
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be a citizen of the Republic of South Africa, of which documentary proof must be furnished. Must be in possession of Grade 12/ Senior Certificate/ NCV Level 4/ NQF Level 4 or equivalent appropriate qualification as recognised by SAQA. Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills. Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem – solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Ensure that vehicles are available for official duties when required. Ensure that drivers are in compliance with departmental transport policies. Issuing of Fleet Management vehicles to departmental officials, permanent allocation and general hire. Maintain records of all general hire vehicles leased to departments. Administration of processes related to Transport support (Filling and retrieving transport records and printing attendance registers and supporting documents)
ENQUIRIES	:	Mr. L. Leiee at 082 835 0088
APPLICATIONS	:	can also be emailed in the following address: fleetadminclerk@freetrans.gov.za
POST 31/175	:	**ADMINISTRATION CLERK: SCM REF NO: FMTE 05/08/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Qwaqwa
REQUIREMENTS	:	Matriculation / Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. Knowledge: Public Service Financial Management, Supply Chain Framework, Logis System, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.
DUTIES	:	Provide contract and tender management support to be in line with relevant prescripts developed. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the department. Provide inventory management support to ensure effectiveness and efficient in the Trading Entity. Render assets management support to comply with Departmental policies.
ENQUIRIES	:	Mr. L. Leiee at 082 835 0088
APPLICATIONS	:	can also be emailed in the following address: fleetadminclerk@freetrans.gov.za
POST 31/176	:	**SECRETARY REF NO: FMTE 06/08/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12 (with typing as subject or Secretarial Certificate), including Office management certificate. Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).Provides a secretarial/receptionist support service to the manager. Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
DUTIES	:	Provide a secretarial/receptionist support service to the Director. Provide clerical support to the Director. Remain up to date regarding prescripts or

policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the Director. Render supply chain management support services to the Director.

ENQUIRIES : Mr. L. Leiee at 082 835 0088
APPLICATIONS : can also be emailed in the following address: fleetassistantdir@freetrans.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS : Applications For All Posts: Electronic Applications: To apply visit: (https://systems.fshealth.gov.za/e-Recruitment/Login)

CLOSING DATE : 18 September 2026

NOTE : It is the intention to promote representativity 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. Applicants must apply using the New Z83 form which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp from 1 January 2021. Should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete All fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three people willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification, sexual offenders register and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, submitted online, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by signature and initialled on both pages and clearly quoting the relevant REF number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned. Applicants who terminated their services with voluntary severance packages may not apply, salary progression on the salary scales is subject to performance assessment. The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been 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. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

POST 31/177	:	**CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE: TSWELLANG SPECIAL SCHOOL MANGAUNG METRO EDUCATION DISTRICT REF NO: PS9/2026/01**
SALARY	:	R495 423 – R581 931 per annum, (OSD). Salary notch will be determined taking years of experience after registration with Professional Nurse with SANC in General Nursing into consideration.
CENTRE	:	Tswellang Special School - Bloemfontein
REQUIREMENTS	:	A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Recommendations: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e., Diploma degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in the relevant speciality. The following qualification will be an added advantage: Clinical nursing practitioner with Primary Health Care – PGS course. Driver's license. Preference will be given to candidates with a degree qualifications.
DUTIES	:	Manage and run the clinic. Assess medical conditions. Give medical care and support to learners. Hand out medication. Admit new learners with serious conditions. Refer and escort learners to different hospitals. Make follow-up evaluation regarding long term medication. Control ARV medication. Handle day to day medical problems. Give Information about family planning, HIV/AIDS, and relevant subjects.
ENQUIRIES	:	Mr T.E Mabitle Tel No: (051) 432 3975
POST 31/178	:	**SOCIAL WORKER: AMARI SPECIAL SCHOOL LEJWELEPUTSWA DISTRICT REF NO: PS9/2026/02 (X1 POST)**
SALARY	:	R338 208 – R397 668 per annum, (OSD). Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration.
CENTRE	:	Amari Special School - Welkom
REQUIREMENTS	:	Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A relevant 4-year degree in Social Work or an equal Qualification. Valid Driver's license. Recommendations: Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in Education and registration with SACE will be an added advantage. Computer literacy. Excellent English written and verbal skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically. Preference will be given to candidates with a degree qualifications.
DUTIES	:	Interviewing learners with challenging behaviours, do developmental assessments. Design and implement Individual Development Plans. Render Therapeutic Services. Parental guidance. Connecting with sources and services in the community. Multi professional teamwork. Writing of reports. Practice a sound administrative system. Organize social meetings and assist management.
ENQUIRIES	:	Mr. G. Erwee Tel. No: (057) 352 846

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Apply online through the Gauteng Provincial Government E-Recruitment System at http://jobs.gauteng.gpg.gov.za

CLOSING DATE : 15 September 2026

NOTE : Only. Applications must be accompanied by a recently updated Curriculum Vitae (CV), as well as originally certified copies of qualifications and an identity document (copies of certified documents will not be accepted). Certification of documents must not be older than six (6) months. Failure to submit all the required documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks, including criminal record checks, citizenship verification, financial/asset record checks, qualification verification, and previous employment verification. All shortlisted candidates shall be subjected to a technical exercise intended to test the relevant technical elements and competencies required for the post. The logistics of the assessment will be communicated to candidates by the Department. In accordance with the Directive on Human Resource Management and Development for Public Service Professionalisation, all shortlisted candidates, including Senior Management Service (SMS) posts, shall undertake two pre-entry assessments. One assessment will be a practical exercise to determine the candidate's suitability based on the technical and generic requirements of the post, while the other assessment will be an integrity (ethical conduct) assessment. In respect of SMS posts only, all shortlisted candidates will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) recommended candidates will undergo a competency-based assessment, including psychometric assessments, to evaluate cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Applicants applying for SMS posts are required to submit proof of completion of the Nyukela Pre-Entry Programme for the Senior Management Service prior to appointment.

MANAGEMENT ECHELON

POST 31/179 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: REFS/056218**
Branch: Corporate Management

SALARY : R1 554 696.per annum (Level 14), all-inclusive package

CENTRE : Umnotho House Johannesburg

REQUIREMENTS : Grade 12. NQF level 7 qualification in Human Resource Management, Public Administration / Management or related field. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government. A minimum of five (5) years' experience at Senior Management Service (SMS) level or equivalent in Corporate Management and related environment. Code 8/10 driver’s license is essential. Extensive knowledge and understanding of the Public Service environment. Skills And Act, Public Service Regulations, Relevant DPSA Prescripts. Knowledge, Computer literacy (MS Office package).

DUTIES : Oversee the implementation of corporate management policies, directives, circulars, guidelines and procedures. Manage the implementation of National Strategies to facilitate productivity improvement. Manage the development of measures and strategies for efficient management and monitoring of all processes to minimise manipulation of processes. Conduct impact analysis to improve corporate support services and ensure timeous development of corrective actions where necessary. Monitor the implementation of initiatives and strategies aimed at improving organisational performance. Monitor compliance on corporate management policies, directives, circulars, guidelines and procedures and report thereof. Guide the provision of human capital management services. Support the provision of human resource administration. Oversee the provision of human resource utilisation and development programmes. Manage the coordination of human resource planning and information management services. Lead the promotion of sound

employee relations. Support the provision of employee health and wellness programmes. Manage the provision of organisation efficiency. Drive organisational structure review and redesign processes. Manage the coordination of job evaluation and the development of job descriptions. Promote the _institutionalisation of operations management framework (OMF). Oversee the development and implementation of service delivery improvement plans and Batho Pele programmes. Support the development and implementation of diversity management programmes. Manage the provision of communication and media liaison services. Oversee the provision of internal and external communication services. Contribute to the provision of content management and media liaising support services. Oversee the provision of outreach programmes through the implementation of stakeholder interactions and strategic events. Support the provision of language management services. Oversee the provision of information and communication technology (ICT). Promote and support the provision of information management and information technology. Enable the provision of operational applications services. Support the provision of ICT operations and ICT infrastructure services. Enable and encourage the establishment of information and knowledge management services. Oversee the provision of legal services. Lead and promote the provision of sound legal advice and litigation support. Support the provision of legal opinions and litigations. Oversee the drafting and amendments of legislation and legal instruments. Support the drafting and management of service level agreement. Lead the provision of strategic management, monitoring and evaluation. Support the development and/or revision of the departmental strategic Plan and annual performance plans. Oversee the development of departmental operational plan. Guide the coordination of submissions and the analysis of quarterly reports, annual reports and budget votes documents. Manage resources Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions Perform management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/180 : **DIRECTOR: FINANCIAL ACCOUNTING AND ADMINISTRATION REF NO: REFS/056224**
Branch: Financial Management

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. Bachelor's degree (NQF Level 7) or equivalent qualification in Financial Accounting, Financial Management or Public Finance, as recognised by SAQA. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. A minimum of five (5) years' experience at middle/senior managerial level in a Financial Accounting and Administration environment. Extensive knowledge of PFMA, Treasury Regulations, Modified Cash Standards, GRAP, BAS, PERSAL, SCOA and public sector financial reporting. Code 08/10 driver’s license is essential.

DUTIES : Monitor revenue collected, expenditure incurred and submit reports and plans as required. Manage the payment of compensation of employees, goods and services, transfers, subsidies and report thereof. Verify the correctness of the allocation of journals, payments and receipts. Manage the reconciliation and clearing of control accounts. Manage and oversee petty cash and cash management in terms of PFMA and Treasury Regulations requirements. Lead the reconciliation of general ledger accounts with the trial balance. Manage the administration of suppliers' accounts and general claims. Foster and manage relations with creditors. Lead payments of orders. Administer sundry payments. Manage the reconciliation of creditors and debtors, including inter-departmental claims. Monitor and manage bank reconciliations. Monitor compliance with financial prescripts and ensure that invoice payments are processed within 10, 15 and 30 days in line with Treasury Regulations. Manage the provision of technical advice to all stakeholders to ensure accurate financial statement disclosure. Manage the preparation of GDED and GLB annual and interim financial statements in accordance with applicable legislation. Manage the submission of the annual and interim financial statements to Treasury, the Auditor-General and other stakeholders. Oversee the analysis of monthly and quarterly financial information and ensure accurate financial reporting to

various stakeholders. Maintain the Standard Chart of Accounts (SCOA). Supervise monthly and year-end systems closures. Manage the reconciliation of general ledger balances against the trial balance. Manage the reconciliation between BAS and SAP systems. Review the GLB revenue database and revenue reconciliations. Manage the directorate risk register. Provide monthly and quarterly reports on progress towards mitigation of risks. Identify and develop emerging risks. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage, monitor and encourage skills development among staff in the unit. Perform financial management functions.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/181 : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/056227**
Branch: Human Capital Management

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 qualification or equivalent in Human Resource Management, Public Administration / Management, Industrial and / or Organisational Psychology, as recognised by SAQA. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. A minimum of five (5) years' experience middle/senior managerial level or equivalent in a Human Resource Management environment. Code 8 driver's license is essential.

DUTIES : Coordinate and ensure compliance and implementation of human resources legislation, policies, programs, projects, processes and procedures for a peaceful work environment. Implement national and provincial policies, strategies and guidelines on organisational efficiency and ensure timeous development of corrective actions where necessary. Develop measures and strategies for the efficient management and monitoring of all HR processes to minimize manipulation of the processes. Conduct impact analysis to improve the human resources processes. Support and advise line managers in the HR processes to ensure compliance with internal recruitment procedures and relevant labour legislation. Facilitate staffing processes in line with recruitment policy and EE Plan. Manage attraction, recruitment, selection and appointment and exit of employees. Manage and administer all aspects of conditions of service such as service benefits, leave management and termination of service. Manage and ensure proper utilisation of the PERSAL system through co-ordination, monitoring and maintaining human resources information. Manage and safeguard HR information and HR records. Guide the development and implementation of employee health and wellness policies and programmes. Manage the implementation of occupational health, safety and environmental management strategies and programmes. Support the implementation of HIV and Aids, TB, prevention of communicable diseases and treatment care programmes. Facilitate the implementation of health and productivity management programmes. Provide the implementation of wellness policies. Manage employee health and wellness information management reports. Manage and facilitate the implementation of labour relations guidelines and processes. Manage departmental collective bargaining and dispute resolution processes. Manage the resolution of disciplinary cases, grievance and disputes processes. Represent employer and monitor the implementation of litigation outcomes. Manage the provision of sound employment relationships. Avail reports on labour relations matters. Manage and facilitate the implementation of skills development strategy. Manage the implementation of human resource development strategy and plans. Facilitate in-service training courses. Oversee the provision of training and development programmes (i.e. bursaries, leadership development, coaching, mentoring, graduate recruitment schemes, learnership, apprenticeship, internships, conferences and study tours, including targeted empowerment and development programmes for designated groups in line with the EE Act). Manage the implementation of career management programmes (succession planning, talent management, retention, career pathing, job rotation, job enrichment, acting roles, team leadership, programmes to preserve institutional memories). Administer bursaries. Coordinate ABET programmes. Manage the implementation of performance management system. Manage the development of performance contracts.

Quality assure performance reviews and assessments (performance evaluation and moderations). Manage the recognition of long service awards. Manage the development and implementation of the human resource strategy and plan. Manage the development of employment equity plans and guide the implementation thereof. Manage the maintenance of the human resource and staff establishment information system (including PERSAL control). Monitor compensation of employee costing model. Lead and advise on the development and implementation of HR Delegations in line with relevant legislative prescripts. Manage the implementation of diversity management programmes. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/182 : **DIRECTOR: POLICY AND PLANNING REF NO: REFS/056231**
Branch: Policy and Planning

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 qualification in Economics, Development Economics or Public Policy as recognised by SAQA. A postgraduate qualification in Economics, Development Economics or Public Policy will be an added advantage. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. Five (5) years' experience at middle/senior managerial level in an Economic Policy and Planning environment. Code 08/10 driver's license is essential.

DUTIES : Participate in the National, Provincial and Sectoral macroeconomic policy and planning colloquiums. Manage the development of sound macroeconomic policies and lead the implementation thereof. Provide advice on macroeconomic policy implementation and report on progress as and when required. Identify macroeconomic policy and planning goals and objectives to support National, Provincial and Sectoral strategies. Manage macroeconomic research policy and planning, assessments and reviews. Develop impact evaluations of implemented programmes of the department. Analyse and identify macroeconomic opportunities for the economic development sector. Implement relevant macroeconomic policy and planning interventions. Align Provincial policy strategies and programmes with the National macroeconomic frameworks. Prepare and avail monthly, quarterly and annual macroeconomic progress reports. Monitor compliance and report thereof. Develop and implement macroeconomic intervention plans. Promote the development of macroeconomic policy development action plans. Lead and manage the implementation of Provincial and Sectoral economic development plans. Provide advice on appropriate macroeconomic policy direction across all sectors of the economy. Consult with stakeholders in the National, Provincial and Local Government, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments and the private sector in the development of sector plans and implementation of projects. Prepare speeches and briefing notes for the Political Office-Bearers on macroeconomic policy-related matters. Liaise with Research and Educational Institutions on macroeconomic policy and strategies. Manage macroeconomic strategies and policy oversight. Drive macroeconomic policy advocacy initiatives. Pursue macroeconomic opportunities and provide implementation support. Engage implementing partners and assess progress on macroeconomic projects and ensure compliance. Report monthly, quarterly and annually on project implementation. Manage the collation of evidence-based information in line with the implementation plan and Service Level Agreements. Manage responses to audit queries. Manage the utilisation of people and equipment. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery. Monitor budget expenditure for projects. Assign duties and responsibilities and manage individual performance within the Sub-directorate.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

OTHER POSTS

POST 31/183 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND ADMINISTRATION REF NO: REFS/056288**
Branch: Financial Accounting and Administration

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF level 6 / 7 qualification in Financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years' experience in an Assistant Director position within the Finance environment. Code 8/10 driver's license is essential.
DUTIES : Execute follow-ups on outstanding invoices, credit notes and related matters with relevant officials, ensuring that verbal follow-ups are confirmed by email. Ensure that all contractual payments have a valid contract in place before payment is made. Authorise Goods Received Vouchers (GRVs) for capturing and processing of payments. Account for all invoices scanned and processed by the payment unit. Reconcile payment proposals with disbursement reports after each payment run and follow up on payments that were not processed. Ensure that all bank-rejected payments due to closed accounts are re-issued timeously. Ensure proof of payment is sent to all paid suppliers after each payment run. Investigate reasons for non-payment within 10 days and prepare monthly reports. Identify fruitless, wasteful and irregular expenditure and ensure appropriate reporting. Ensure payments are processed and approved in accordance with delegated authority. Approve sundry payments in line with approved delegations. Ensure all payments are supported by relevant supporting documentation. Ensure safe keeping of payment batches and maintain payment information for retrieval by stakeholders when required. Ensure payment documents are scanned and securely stored. Ensure supplier payments are processed within 15 days in line with the Gauteng Provincial Government (GPG) target. Ensure monthly supplier payment reports are submitted to the Director, Chief Financial Officer (CFO) and Accounting Officer (Head of Department) for review, approval and sign-off. Ensure 30-day supplier payment reports are submitted to the relevant Provincial Treasury within prescribed deadlines. Provide payment-related information requested by internal and external stakeholders. Ensure sufficient funds are available in the bank account for supplier and employee payments. Manage audit queries from authorised audit institutions and the Legislature. Respond to auditor requests and ensure information is submitted within required timeframes. Review information submitted to auditors to ensure accuracy and completeness. Handle and resolve financial reporting and accounts payable queries. Perform ad hoc financial management responsibilities as required. Manage the petty cash function and ensure adequate petty cash is available for authorised office purchases. Ensure all petty cash transactions are supported by relevant documentation. Ensure safe keeping of petty cash records. Ensure petty cash requests comply with the approved petty cash policy. Review monthly petty cash reconciliations. Ensure monthly petty cash reconciliations are signed by the relevant Director. Conduct regular petty cash counts and spot checks as required. Ensure end users return proof of purchases for petty cash advances. Replenish petty cash when necessary. Make petty cash documentation readily available for audit purposes. Liaise with line managers to ensure Interim Financial Statements (IFS) and Annual Financial Statements (AFS) schedules are submitted to Financial Reporting within prescribed deadlines. Review Word and Excel versions of the IFS and AFS prepared by Assistant Directors and Senior Finance Practitioners. Ensure transactions, events and disclosure notes comply with applicable GRAP standards. Review IFS and AFS supporting evidence and working paper files in accordance with Treasury requirements. Ensure all IFS and AFS line items, transactions, events and disclosure notes are supported by approved documentation from relevant line managers. Review and ensure lead schedules for all IFS and AFS items are accurate and complete. Submit the IFS, AFS and supporting working papers to the Director for review. Ensure submission of the accuracy letters, IFS, AFS and working papers to the CFO for review. Ensure accuracy letters for the IFS and AFS are submitted to the CFO and Accounting Officer for approval and sign-off. Submit the IFS and AFS to the relevant Treasury and Auditor-General within prescribed legislative timeframes. Address issues and findings raised by Treasury and the Audit Committee relating to the IFS and AFS. Ensure all

supporting documents and working papers for the IFS and AFS are available when requested by auditors. Ensure all suspense accounts are cleared before month-end and year-end closure, particularly accounts that must have zero balances. Ensure the team addresses dashboard reports issued by Treasury to allocate and clear outstanding balances. Follow up with relevant departments, including Cashbook Services, General Accounting and Statutory Deductions, to ensure trial balance accounts are reconciled and cleared. Review the trial balance and ensure accuracy before month-end and year-end closure. Review and approve journals prepared by the Financial Reporting Unit to ensure correctness and proper system processing. Confirm month-end and year-end closure with Treasury after all required journals have been processed. Ensure all departmental debts, including staff debts, interdepartmental debts and other debts, are raised and accurately recorded in the accounting records. Liaise with the Transversal Debt Administration Unit regarding the status of staff debt recoveries. Engage employees to authorise debt recovery through PERSAL deductions or make alternative repayment arrangements. Ensure submission of staff debt creation and recovery documentation to the Transversal Debt Administration Unit for implementation. Review and ensure debt payments are correctly allocated and accounted for on the trial balance by the Statutory Deductions Unit. Review and approve bad debt provision calculations prepared by Finance Practitioners. Review and approve debt reconciliations prepared by Finance Practitioners and Assistant Directors. Ensure all debts are supported by relevant documentation. Submit debt supporting documents to auditors upon request. Review monthly interdepartmental debt confirmation letters. Ensure confirmation letters and supporting documentation are submitted to the Director and CFO for approval and sign-off. Follow up with departments and entities to facilitate recovery of interdepartmental debts. Escalate long-outstanding staff debts, interdepartmental debts and other debts to the Director and CFO. Ensure Unauthorised, Irregular, Fruitless and Wasteful Expenditure (UIF) registers are updated with all reported cases. Ensure UIF register entries are supported by relevant documentation. Ensure UIF registers agree with IFS and AFS disclosure notes and Part E of the Annual Report. Ensure investigation outcomes, condonation decisions and write-offs are updated on the UIF registers and supported by relevant reports and approvals. Review UIF registers for accuracy and completeness. Prepare and review the General Ledger Balance (GLB) Liquor Licence Fees database. Supervise the clearing of all database exceptions. Review and approve journals relating to the database. Ensure journals processed on the trial balance reconcile with the database. Ensure unallocated deposits are cleared and maintained at minimal levels. Ensure the liquor licence fees database is accurate and complete. Manage employee performance by ensuring all officials under supervision have signed performance agreements and quarterly performance reviews are conducted. Evaluate, monitor and appraise employee performance. Ensure staff capacity building and development. Promote employee motivation and a culture of high performance. Manage leave administration for employees reporting to the position while ensuring operational deadlines are achieved. Handle and resolve operational and financial queries. Perform additional ad hoc duties as assigned.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/184 : **DEPUTY DIRECTOR: MANUFACTURING REF NO: REFS/056289 (X2 POSTS)**
Branch: Manufacturing

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 6/7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years' experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.
DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing

strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/185 : **ASSISTANT DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: REFS/056290 (X2 POSTS)**
Branch: Entity Oversight and Interface

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12 and an NQF level 6/7 qualification in corporate governance, public administration or public management as recognised by SAQA. A minimum of three (3) years' experience in corporate governance or a related environment. A valid code 8/10 driver's licence is essential.
DUTIES : Facilitate and consolidate GDED public entities' monthly and quarterly governance compliance reports. Assist in conducting a preliminary assessment of submissions. Assist in drafting an analysis report indicating the level of compliance to legislative and regulatory framework requirements (PFMA, Treasury Regulation, King Code) and entities' founding legislation for approval by GDED management. Assist in identifying areas of non-compliance within the control environment and highlight for remedial action by public entities. Assist in conducting monitoring and oversight on the implementation of governance recommendations. Assist in reviewing, researching, and developing a draft annual Shareholder Compact. Facilitate inputs from the GDED Legal Advisory Service and other internal stakeholders and incorporate

responses. Facilitate inputs and concurrence from public entity boards through Company Secretaries. Facilitate approval by GDED management and the Executive Authority. Assist in conducting monitoring and oversight of public entities compliance to the Shareholder Compact. Assist in facilitating administrative processes to appoint Board or fill board vacancies of GDED public entities Manage the response handling of applications for Board membership. Communicate Company Secretaries on the appointment of Board members. Facilitate the inauguration of the newly appointed board. Assist in the development of terms of reference to appoint a service provider to conduct mid-term board assessment of GDED public entities boards Assist in the appointment of a service provider Provide support to service provider and company secretaries in conducting board assessments. Receive and review assessment reports Assist in the compilation of assessment reports for the attention of GDED management. Assist in coordinated submission of public entities final management report Conduct approved quarterly assessment on drivers of key control (dashboard analysis) report Track and monitor implementation of entities AG findings action plans and develop a report for approval by GDED management.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/186 : **ASSISTANT DIRECTOR: FRAUD, ANTI- CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/056292**
Branch: Fraud, Anti- Corruption and Integrity Management

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : GRADE 12. NQF Level 7 qualification in Forensic Auditing / Auditing / Compliance as recognized by SAQA. Certified Fraud Examiner (CFE) would be an added advantage. A minimum of 3 years' experience in Investigation/Forensic audit environment. Code 8/10 driver's license is essential.
DUTIES : Participate in the development and implementation of fraud prevention plan & fraud and anti-corruption, and ethics strategy for the department. Coordinate periodic/regular identification and assessment of fraud risks. Assist with the facilitation of the development of an anti-corruption policy and plan. Assist with the implementation of ethics management strategies. Liaise with relevant stakeholders (e.g., other investigative units, departments etc). Manage the fraud and ethics risk register on an on-going basis including corruption incidents and cases. Coordinate the promotion of ethics, fraud prevention and anti-corruption awareness culture in the department. Provide ongoing awareness of legislative framework regulating anti-corruption and fraud prevention to management and staff through workshops and other medium of communication. Keep abreast of national and_ international developments in fraud prevention and anti-corruption. Conduct investigations into all allegations of unethical conduct, fraud and corruption reported. Draft investigation reports with detailed findings and clear recommendations for dd' approval. Follow-up on the implementation of recommended actions by management. Collaborate with law enforcement agencies in the investigation of corruption cases. Record all unethical and corruption cases in the information systems. Manage conflict of interest, including financial disclosures of employees, application for external remunerative work and departmental gift register. Assist in ensuring 100% financial disclosure by SMS and other designated categories. Provide support to employees with the completion of e-disclosure/conduct verification of financial disclosures and investigate anomalies. Update and monitor the remunerative work outside employee's employment (rwoees) register, gift register. Co-ordinate audits on ethics. Conduct lifestyle review. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/187 : **CONSUMER EDUCATOR REF NO: REFS/056293**
Branch: Consumer Education, Awareness and Stakeholder Relations

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Umnotho House Johannesburg

REQUIREMENTS : Grade 12. An NQF level 6/7 qualification in Public Administration/Public Management, Project Management / Public Relations / Communications / Education and Training as recognised by SAQA. A minimum of three (3) years' experience in consumer education, communications, public awareness, stakeholder engagement, training environment. Code 8 driver's license is essential.

DUTIES : Translate consumer legislation into easily understandable concepts for consumer education programmes Implement legislation and policies relating to consumer rights by conducting consumer education initiatives Develop and design consumer education material {radio scripts, resource material (files), training manuals, booklets and leaflets} on consumer legislation. Plan and organize consumer awareness events focusing on commemorative months Develop content on awareness campaigns in terms of Road Shows, Media Talk Shows, social media and SMS campaigns on Consumer Rights Provide inputs into the development of consumer education materials for events Distribute education and awareness materials to consumers. Distribute service offerings posters to consumers, strategic sights, and other government departments Facilitate and conduct consumer education initiatives such as face-to-face workshops and webinars. Create awareness and educate around consumer rights through exhibitions, workshops, webinars, campaigns, and road shows Develop consumer alerts / messages for newsflash and input into media releases and radio scripts. Develop and implement business education (SMMEs) initiatives Coordinate and facilitate business seminars Develop business alerts / messages for newsflash and input into media releases and radio scripts Apply a project management approach in managing various consumer education activities and awareness campaigns. Gather information for special projects such as school/ community events around consumer issues Provide desktop research into consumer protection Conduct research on consumer trends Analyse the consumer protection landscape. Establish partnerships with various stakeholders to maximise the impact of consumer education programmes Implement consumer education and awareness programmes in partnership with the Department of Education for learners in schools, non-government organisations, universities on consumer education, focusing on curriculum alignment in Life Orientation and Management Sciences learners Develop education and awareness programmes for consumers and stakeholders Educate citizens and stakeholders in the aim to effect behavioural changes Coordinate and facilitate outreach and awareness activities with various stakeholders Coordinate consumer education with relevant stakeholders Update and maintain the stakeholder database.

ENQUIRIES : Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

DEPARTMENT OF HEALTH

APPLICATIONS : NB: Applications who previously applied are encouraged to re-apply. Kindly note that No payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be submitted strictly online at the following E-Recruitment portal: http//www.professionaljobcenter.gpg.gov.za. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 11 September 2026

NOTE : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships,

credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. 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 is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with Disabilities are encouraged to apply.

OTHER POST

POST 31/188 : **OPERATIONAL MANAGER SPECIALTY OPERATING THEATRE/CSSD REF NO: REFS/056176**
Directorate: Nursing
Re- Advertisement

SALARY : R720 819 per annum, plus benefits
CENTRE : Leratong Hospital
REQUIREMENTS : Diploma/Degree in Nursing a Professional Nurse accredited with the SANC in terms of Government Notice 425 or equivalent Post basic qualification with the duration of at least 1 year Diploma in Medical & Surgical Operating Theatre/Perioperative Nursing Science in accordance with R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Medical & Surgical Operating Theatre/Perioperative Nursing Science. Diploma/Degree in Health Service Management and computer literacy are mandatory. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
DUTIES : Provide effective overall supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Co-ordination of optimal, holistically specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Effective monitoring and management of absenteeism-Coordination of the provision of effective training and research. Secure and allocate resources and budget to achieve workplace objectives. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National Core Standards & Ideal Hospital Realization and Maintenance Framework. Responsible for the implementation of disciplinary measures Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse education, training and Practice. Participate in realisation of the Hospital Operational Plan. Assist in ensuring that monthly, quarterly, annual performance reports and operational plans are available Monitor performance using Management and Development System. Participate in after hours, night supervision, shifts and weekends as delegated and implement relevant recommendations.
ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

PROVINCIAL TREASURY

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

APPLICATIONS : Applications should be submitted online at: https://jobs.gauteng.gov.za
CLOSING DATE : 14 September 2026 @00:00 midnight
NOTE : Applications must be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Pre-entry SMS certificate is compulsory for SMS appointments. 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 Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (ethical conduct) assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 31/189 : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES MANAGEMENT (PROVINCIAL GRANT MANAGEMENT) REF NO: REFS/056362**
Directorate: Municipal Finance Management

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF Level 7 in Financial Accounting /Auditing. Driver's license. 3- 5 years of experience at supervisory/ junior management level (ASD) in local government sphere within Provincial Grants Management.
DUTIES : Manage and implement the monitoring of provincial grants management in Local government and transferring provincial departments (TPDs) to enhance compliance with the legislation and related regulations. Manage and implement the monitoring of unspent provincial grants in local government and transferring provincial departments (TPDs) to enhance compliance with the legislations and related regulations. Manage intergovernmental relations (internally and externally) including participation in intergovernmental meetings, workshops, collaboration sessions. Manage the support provided to municipalities pertaining to provincial grants management. Management of the resource.
ENQUIRIES : Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za

POST 31/190 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES MANAGEMENT (PROVINCIAL GRANT MANAGEMENT) REF NO: REFS/056363**
Directorate: Municipal Finance Management

SALARY : R487 197 per annum, (plus benefits)

CENTRE	:	Johannesburg
REQUIREMENTS	:	NQF Level 7 in Financial Accounting /Auditing. Driver's license. 3 to 5 years' working experience in local government finance within Provincial Grants Management.
DUTIES	:	To Perform the monitoring of provincial grants management to enhance compliance with the relevant legislation and related regulations. Perform the monitoring of unspent provincial grants in local government and transferring provincial departments (TPDs) to enhance compliance with the relevant legislation and related regulations. Implement intergovernmental relations (internally and externally) including participation in intergovernmental meetings, workshops, collaboration sessions. Provide support to municipalities pertaining to provincial grants management. Facilitate the administrative function of the sub-directorate.
ENQUIRIES	:	Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za

ANNEXURE U

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.
All applications must be addressed to the Acting Head of Department and for reference numbers starting with **SSC** may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245.
All applications for reference numbers starting with **NSC** may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900.

CLOSING DATE : 11 September 2026

NOTE : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 Form Which Is Effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. 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 will be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 31/191 : **SCIENTIFIC MANAGER GRADE A – AGRICULTURAL RISK AND DISASTER MANAGEMENT REF NO: SSC14/2026**

SALARY : R1 143 468 per annum, (all-inclusive salary OSD package)

CENTRE : Head Office - Cedara

REQUIREMENTS : An M.Sc degree (NQF level 9) in Agricultural Disaster Management / Climate Change Adaptation / Environmental Sciences (Disaster Risk Science) and a valid driver's licence. Compulsory registration with SACNASP as a Professional Natural Scientist. Experience: 6 years' post qualification (M.Sc) natural scientific experience. Knowledge: Sound knowledge of the Disaster Management Act, National Climate Change Act and related Policies, climate change adaptation frameworks, agricultural production systems, natural resource management principles, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, research and scientific methodologies, GIS and spatial analysis applications, monitoring and evaluation systems. Skills: Technical: Strategic planning and leadership, policy development and excellent report writing, research, project management and development, planning and execution of scientific projects, change management, budget planning and expenditure control, advanced scientific and technical knowledge in climate change and disaster risk

management, excellent presentation skills, strong stakeholder management and negotiation, project and financial management, ability to work under pressure and manage multiple priorities, risk and vulnerability assessment, climate risk analysis, GIS and spatial planning, data management and interpretation, creating a high-performance culture, professional judgement, data analysis, policy development and analysis, scientific presentation, mentoring. Generic: Strategic capability and leadership, decision making, team leadership, financial management, customer focus and responsiveness, communication, computer literacy, networking, planning, organizing and execution, conflict management, people management, change management, problem solving and analytical thinking.

DUTIES : Manage scientific research and development. Manage policy, strategy development and stakeholders' relations. Manage Agricultural Disaster Risk Assessments and Funding Schemes. Manage the implementation of Climate Change Programmes. Manage Human Resources and Financial Resources of the Sub-Directorate.

ENQUIRIES : Mrs NZQ Pakkies Tel No: (033) 355 9148

POST 31/192 : **PROFESSIONAL SCIENTIST GRADE A/B/C (JUNCAO MUSHROOM) SECTION REF NO: SSC15/2026**

SALARY : Grade A: R791 604 per annum, all-inclusive OSD remuneration package
Grade B: R900 957 per annum, all-inclusive OSD remuneration package
Grade C: R1 015 071 per annum, all-inclusive OSD remuneration package

CENTRE : Cedara Research Station

REQUIREMENTS : An NQF level 08 four-year B.Sc in Agriculture degree majoring in Microbiology and/or Plant Pathology, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques. Sound and broad knowledge of laboratory instrumentation maintenance, calibration and troubleshooting. Knowledge of microbiology and/or plant pathology. Knowledge of the Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, Occupational Health and Safety Standards. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications, professional judgement, policy development and analysis. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, analytical, problem solving and analytical thinking, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating high-performance culture.

DUTIES : Conduct research and development. Perform agricultural scientific analysis and regulatory functions. Develop and implement methodologies, policies, systems and procedures. Human Capital Development and Management. Perform administrative functions.

ENQUIRIES : Dr. SR Bezuidenhout Tel No: (033) 355 9657

POST 31/193 : **ASSISTANT DIRECTOR: BOOKKEEPING AND LOSS CONTROL REF NO: SSC16/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Head Office - Cedara

REQUIREMENTS : An NQF level 7 qualification in Financial Management and a valid driver's licence. Experience: 3 years' supervisory experience or 3 years' experience at the level of an Administrative Officer in the financial management field. Knowledge: PFMA, Treasury Regulations, National and Provincial Treasury Instruction Notes, Division of Revenue Act, Public Service Act, Public Service Regulations, PERSAL, BAS, LOGIS, Departmental Policies and SOP's. Skills: Financial Management, people management, time management, decision making, planning, organizing, conflict management, good written and verbal communication, strong leadership, innovative, creativity, problem solving,

presentation, interpersonal relations, computer literacy, project management and change management.

DUTIES : Administer the co-ordination of banking, suspense accounts and entity process. Facilitate and co-ordinate the timeous preparation for financial reporting. Oversee the co-ordination and maintenance of departmental loss control. Facilitate and co-ordinate the inter-departmental accounts. Manage resources of the section and provide advice, guidance and inputs to policies.

ENQUIRIES : Ms R Nair Tel No: (033) 355 9364

POST 31/194 : **SCIENTIFIC TECHNICIAN GRADE A/B/C (HORTICULTURE) REF NO: NSC06/2026**

SALARY : Grade A: R407 3371 per annum, (OSD)
Grade B: R460 086 per annum, (OSD)
Grade C: R518 769 per annum, (OSD)

CENTRE : Makhathini Research Station

REQUIREMENTS : An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Knowledge of Occupational Health and Safety Standards, Sound and broad scientific knowledge on research procedures and activities, sound and broad knowledge of tunnel production, maintenance, equipment calibration and troubleshooting, knowledge of horticulture, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, sound understanding of agricultural research methodologies and application of practices and techniques, and scientific methodology and models. Skills: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, knowledge legal compliance, technical report writing, creating a high-performance culture, professional judgement, data analysis, mentorship, decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, and problem-solving and analysis.

DUTIES : To conduct research and development. To perform technical scientific analysis and regulatory functions. To develop and implement methodologies, policies, systems and procedures. Human capital development. To manage resources of the section.

ENQUIRIES : Dr. SR Bezuidenhout Tel No: (033) 355 9657

POST 31/195 : **SCIENTIFIC TECHNICIAN GRADE A/B/C (AGRONOMY) REF NO: SSC17/2026**

SALARY : R407 3371 per annum, (OSD)
R460 086 per annum, (OSD)
R518 769 per annum, (OSD)

CENTRE : Kokstad Research Station

REQUIREMENTS : An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist in the field of Agricultural Science and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Knowledge of Occupational Health and Safety Standards, sound and broad scientific knowledge of research procedures and activities, sound and broad knowledge of tunnel production, maintenance, equipment calibration and troubleshooting, knowledge of agronomy, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, sound understanding of agricultural research methodologies and application of practices and techniques. Scientific methodology and models. Skills: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgement, data analysis, mentorship, decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organizing, conflict management, problem solving and analysis.

DUTIES	:	To conduct research and development. To perform technical scientific analysis and regulatory functions. To develop and implement methodologies, policies, systems and procedures. Human capital development. To manage the resources of the division.
ENQUIRIES	:	Dr. SR Bezuidenhout Tel No: (033) 355 9657
POST 31/196	:	**PERSONNEL PRACTITIONER (SKILLS PLANNING) REF NO: SSC18/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office - Cedara
REQUIREMENTS	:	A National Diploma (NQF level 6) in Human Resources Management or Public Administration and a valid driver's license. Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, NDP 2030, relevant HRD Policies and Procedures, National and Provincial HRD Policies and Strategies, South African Qualifications Authority Act, Skills Development Act, Labour Relations Act, Performance Management System, Basic Conditions of Employment Act, Treasury Regulations, Practice Notes in Public Service, PERSAL, Batho Pele Principles, White Paper on Education and Training, knowledge of moderating assessments. Skills: Problem solving, time management, decision making, planning, organising, project planning, communication, interpersonal, innovation, creativity, analytical, policy analysis and development, research, facilitation, presentation, influencing, computer, report writing.
DUTIES	:	Develop the Workplace Skills Plan (WSP). Provide advice and guidance on The WSP to internal and external stakeholders. Conduct career guidance. Implement training quality assurance systems. Develop and review Policies. Conduct skills audit processes.
ENQUIRIES	:	Mrs N Gumede Tel No: (033) 355 9309
POST 31/197	:	**GENERAL ADMINISTRATION CLERK REF NO: NSC07/2026 (X3 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRES	:	King Cetshwayo District (X1 Post) uMkhanyakude District (X1 Post) uPhongolo Local Municipality – Zululand (X1 Post)
REQUIREMENTS	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: No experience required. Knowledge: Office administration, Batho Pele Principles, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations. Skills: Time management, decision making, planning, organising, communication (written and verbal), interpersonal relations, computer, report writing, analytical, telephone etiquette and innovative skills.
DUTIES	:	Render general clerical support services. Provide stores administration services. Provide human resources support services. Provide financial administration support services in the component. Provide transport and asset support services.
ENQUIRIES	:	Mr SA Shandu Tel No: (035) 780 6700 (King Cetshwayo District) Mr TH Ngcobo Tel No: (035) 550 0210 (uMkhanyakude District) Mrs N Khuluse Tel No: (034) 413 6187 (uPhongolo Local Municipality)
POST 31/198	:	**GENERAL ADMINISTRATION CLERK REF NO: SSC19/2026 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRES	:	Dundee Research Farm (X1 Post) Cedara Research Farm (X1 Post)
REQUIREMENTS	:	A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Act, Practice Notes, Income Tax Act, National Interventions. Skills: Financial management, people management, problem solving, time management, decision making, planning, organising, leadership, project planning, conflict management, communication (verbal and written), interpersonal relations, policy analysis, motivational, computer, report writing and influencing skills.
DUTIES	:	Render general clerical support services. Render supply chain clerical support services. Render Human Resource support services. Render financial administration support services. Render fixed and movable asset support services. Render transport support services (transport officer).

ENQUIRIES	:	Mr M Magawana Tel No: (033) 355 9258
POST 31/199	:	**LAUNDRY SERVICES AID REF NO: SSC20/2026**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Cedara College of Agriculture
REQUIREMENTS	:	An NQF level 03 qualification/ Grade 11. Experience: No experience required. Knowledge: Basic laundry services knowledge. Skills: Cleaning, operating equipment, basic verbal/written communication and time management.
DUTIES	:	Collect or receive dirty laundry. Provide laundry cleaning services. Sort and deliver laundry. Keep and maintain cleaning products and equipment, e.g. washing machine, dryer, presser.
ENQUIRIES	:	Ms Z Dladla Tel No: (033) 343 8139
POST 31/200	:	**CLEANER REF NO: SSC21/2026**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Inkosi Langalibalele Local Office (previously uMtshezi and Imbabazane Local Office) - uThukela District
REQUIREMENTS	:	ABET Level 2. Basic education literacy and numeracy. Experience: No experience required. Knowledge: Basic knowledge of operating cleaning equipment, awareness of Occupational Health and Safety. Skills: Cleaning skills and basic verbal/written communication skills.
DUTIES	:	Cleaning office buildings. Render kitchen services. Cleaning of restrooms. Keep and maintain cleaning materials and equipment.
ENQUIRIES	:	Ms TG Gayi Tel No: (036) 352 3050
POST 31/201	:	**GENERAL WORKER REF NO: SSC22/2026 (X2 POSTS)**
SALARY	:	R144 024 per annum (Level 02)
CENTRES	:	eThekwini District Office (X1 Post) Umziwabantu & Ezingolweni Local Office – uGu District (X1 Post)
REQUIREMENTS	:	ABET Level 02. Experience: No experience required. Knowledge: Maintenance of grounds, planting procedures and processes. Skills: basic numeracy and verbal/written communication skills and operating equipment.
DUTIES	:	Cleaning of the office grounds. Planting of trees, grass and flowers. Perform general assistance work for the office. Perform daily inspection and maintenance of garden equipment.
ENQUIRIES	:	Mr ST Msibi Tel No: (031) 328 9370 (eThekwini District Office) Mr S Mafukwana at 076 821 8368 (uMziwabantu & Ezingolweni Local Office)

DEPARTMENT OF HEALTH

(*This Department is an equal opportunity, affirmative action employer, whose aim is to promote retrospectivity at all levels of all occupational categories in the Department.)*

MANAGEMENT ECHELON

POST 31/202	:	**DIRECTOR: ICT GOVERNANCE AND PROJECT MANAGEMENT REF NO: G43/2026** Cluster: Information Technology
SALARY	:	R1 317 384 per annum (Level 13), (an all-inclusive SMS salary package). (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
CENTRE	:	Head Office Pietermaritzburg
REQUIREMENTS	:	Senior Certificate / Grade 12. Bachelor's Degree in Information Technology, Computer Science, Information Systems, or related field (NQF Level 7); Five (5) years' experience in middle/senior management level. Proven experience in ICT Governance, PMO Management and Large-scale ICT project implementation. Computer Literacy: MS Office Software Applications, Plus Unendorsed valid Code B driver's license (Code 08). Certifications in PMP/PRINCE2, COBIT, ITIL and CGEIT. Knowledge of PFMA. POPIA, DPSA CGICT Framework, King IV and Public Sector regulations. Experience in the Public Sector and/or Health environment will be an added advantage. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into

the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme.
Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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 and 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 assessment to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Information Officer and will be responsible to provide strategic leadership and management of ICT governance, portfolio, programme, and project management within the KwaZulu-Natal Department of Health. The role ensures that ICT initiatives support service delivery imperatives, improve patient care outcomes and comply with Public Sector governance, regulatory and audit requirements. The ideal candidate must have: Strategic Capability and Leadership Ability to align ICT with health service delivery priorities Programme and Project Management Advanced capability in managing complex ICT programmes/ projects Financial Management Understanding of PFMA, budgeting and cost control Change Management Leading digital transformation and organisational change Knowledge Management Promoting data-driven decision making and information governance Service Delivery Innovation Driving eHealth and patient-centric digital services Problem Solving and Analysis Addressing complex ICT and service delivery challenges People Management and Empowerment Building and leading high-performing teams Client Orientation and Customer Focus Supporting clinicians and patients through ICT Solutions Communication Strong stakeholder engagement and reporting skills Honesty and Integrity Upholding ethical standards and governance principles Technical Competencies: ICT Governance framework (COBIT, ITIL & CGICT); ICT policy and SOP development; Project and Programme Management Methodologies ICT Risk Management and Compliance; Portfolio and Benefits Realisation Management and Digital Health Systems and eHealth initiatives.

DUTIES : Job Purpose: The successful candidate will be responsible for, amongst others: Provide strategic leadership on ICT governance and ensure alignment with departmental and national health priorities. Develop and implement ICT governance frameworks, policies, and standards in line with Public Sector requirements. Establish and manage ICT Project Management Office (PMO). Oversee ICT programmes and projects to ensure delivery within scope, time, cost and quality. Manage the ICT project portfolio and ensure optimal allocation of resources. Ensure compliance with legislative and regulatory frameworks including PFMA and POPIA. Lead ICT risk management, audit processes, and implementation of internal controls. Facilitate stakeholder engagement with internal business units and external stakeholders (e.g. National Department of Health, National Treasury, SITA). Manage ICT governance and project budgets and support procurement processes. Lead and manage staff within directorate, including performance management and development. Willingness to travel across districts and health facilities.

ENQUIRIES : Mr A Ngcobo Tel No: (033) 395 2210

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs" or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for.

"Applicants may also visit any one of our Designated Online Application Centers (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." (Attention: Miss L Mthalane).

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 11 September 2026

POST 31/203 : **DIRECTOR: AUDIT AND INTERNAL CONTROL REF NO: G44/2026**
Cluster: Financial Management Services

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive SMS salary package). (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Senior Certificate / Grade 12. An appropriate Bachelor's Degree with Financial Management / Management Accounting / Auditing (NQF Level 7); A minimum of Five (5) appropriate experience at middle/senior management level in an audit/internal control environment; Plus Computer Literacy: MS Office Software Applications; Plus Unendorsed valid Code B driver's license (Code 08). Training Programmes and/or experience in policy and system development, Project Management as well as appropriate management development programmes will serve as an added advantage. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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 and 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 assessment to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies: The incumbent of this post will report to the Chief Financial Officer and will be responsible to ensure that all

audit related matters both internal and external inclusive of the Head Office and all of KwaZulu-Natal Department of Health institutions are addressed, undertaken and finalized, provide support to the Department with regards to co-ordination of all audit matters in the Department and ensure an internal control environment that will achieve efficiency, reduce risks and ensure compliance with relevant legislation. The ideal candidate must: Possess sound knowledge of all legislative prescripts with specific reference to the Public Finance Management Act, Treasury Regulations, Public Service Act etc; Experience and knowledge relative to the development of Internal Control systems and mechanisms/Assessment Tool kits/Checklists. Experience and expertise in conducting control self-assessments and the compilation of accurate reports inclusive recommendations for remedial action. Experience in the analysis of audit reports and findings and development and implementation of mitigation plans/actions relative to audit findings/queries. Experience in conducting compliance audits/internal control inspections in all disciplines. Sound knowledge of all disciplines i.e. Financial Management, Supply Chain Management, Human Resource Management etc. as well as in-depth knowledge of systems namely maintenance, transport, security, catering and IT systems, amongst others. Excellent interpersonal and communication skills, a persuasive team builder and the ability to motivate and communicate effectively to achieve exceptional performance. Strong communication and presentation skills. Good analytical and conceptual ability. Skill and expertise in problem analysis and problem solving. Results driven with a logical and methodical approach to achieving tasks and objectives and an active and dynamic approach to work. Ability to finalising tasks within specific timeframes and deadlines. Strong leadership and business administration skills. Clinical thinking and good research ability with strong analytical and resource management skills. High level of integrity, honesty, diligence, conscientiousness, reliability and dependability.

DUTIES : The successful candidate will be responsible for, amongst others: Provide overall leadership and management of the component inclusive of the development of strategic and operational plans, implementation and monitoring to ensure the achievement of specific, identified objectives. Organisational needs addressed. Type of audit outcome (A-G's audit). Level of audit preparedness Ensure the effective and efficient management and utilisation of all resources attached to the component, inclusive of physical, financial and human resources. Manage all audit related matters emanating from both internal and external audits, inclusive of facilitation, reporting, remedial activities and control assessments. Develop, implement and monitor strategies, policies and systems in line with applicable legislation/frameworks for the strengthening of the internal control environment in the Department. Provide an audit liaison function in relation to all oversight committees relevant to the Department, the office of the Auditor-General and the Provincial Treasury.

ENQUIRIES : Mr TK Ndlovu Tel No: (033) 395 2107

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower (Attention: Miss TNN Ngema).

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

Applicants may also visit any one of our Designated Online Application Centers (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the

Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The successful candidate will be required to obtain the top secret security clearance within the three months from the date of assumption of duty.

CLOSING DATE : 11 September 2026

OTHER POSTS

POST 31/204 : **MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: AMAJ11/2026**
Component: Forensic Pathology Services

SALARY : Grade 1: R1 041 402 per annum, (an all- inclusive salary package)
Grade 2: R1 188 255 per annum, (an all- inclusive salary package)
Grade 3: R1 375 245 per annum, (an all- inclusive salary package)
Other Benefits: Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque

CENTRE : Amajuba Health District Office

REQUIREMENTS : **Grade 1**: A tertiary qualification (MBCHB or equivalent). A valid registration with the Health Professions Council of South Africa. **Grade 2**: A tertiary qualification (MBCHB or equivalent). A valid registration with the Health Professions Council of South Africa. Five (05) years post registration experience as a Medical Practitioner. At least 24 months' full-time experience in forensic pathology. **Grade 3** A tertiary qualification (MBCHB or equivalent). A valid registration with the Health Professions Council of South Africa. Ten (10) years post registration experience as a Medical Practitioner. At least 4 years full-time experience in forensic pathology. Plus, the following valid driver's license. Ability to work independently to autopsies and crime scene investigation. Good practical knowledge of forensic pathology (theory and practice). Knowledge of the relevant legislation. The incumbent to the post is expected to participate weekend and after-hours work. The incumbent may be required to undergo further training in the medico -legal investigation of un-natural death. Knowledge of applicable parts of Occupational Health Act and Risk assessment process. Knowledge, Skills, Behavioural Attributes and Competencies Required Ability to perform medico-legal postmortem examinations and crime scene investigations. Ability to work in multi-disciplinary team setting. A certificate of competence as a forensic medical officer OR work experience in forensic pathology. Excellent communication skills including computer literacy. Basic knowledge of forensic photography. Ability to make well-founded decisions and conclusions. Resilience and ability to work with fragmented and decomposed remains. Ability to make a positive contribution in a busy department. The incumbent is expected to participate in all the department's academic and training activities.

DUTIES : Provision of a Forensic Pathology Service at a District level. Produce Medico-Legal reports of high quality. Satisfactory level of professional court attendance. Maintain satisfactory clinical, professional and ethical standards related to Forensic Pathology Services. Attend to administrative matters as required. Conduct research. Maintain continuously improving professional and ethical standards.

ENQUIRIES : Mr. J.M. Mambi Tel No: (034) 312 2706

APPLICATIONS : All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Email: Lungile.Mbatha3@kznhealth.gov.za OR Hand delivered to 50 Harding Street, Nedbank Building First Floor, Newcastle, 2940.

FOR ATTENTION : Mrs. T.N.B. Dube

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit Z83 and a

detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Originally signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply.

CLOSING DATE : 11 September 2026

POST 31/205 : **ASSISTANT NURSING MANAGER (SPECIALTY STREAM) REF NO: PMMH 14/2026 (X1 POST)**
Component: Operating Theatre

SALARY : R785 568 – R884 940 per annum. Other Benefits Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Minimum Appointment and Experience requirements: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post-basic qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with SANC. Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2026). Diploma / Degree in Nursing Administration will be an added advantage. Computer Literacy will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the above experience must be appropriate/recognizable experience in Operating Theatre services after obtaining the relevant post-basic qualification. At least 3 years of the period referred to above must be at a management level. Knowledge, Skills Training and Competencies Required: In-depth knowledge of nursing care processes, nursing statutes and relevant legal frameworks, including the Nursing Act, National Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Grievance Procedures. Sound knowledge of perioperative nursing care, Operating Theatre policies, infection prevention and control, clinical governance, quality assurance and patient safety standards. Knowledge of surgical safety, aseptic techniques, sterilisation and prevention of surgical site infections. Leadership, organisational, decision-making and problem-solving skills. Interpersonal, communication, negotiation, conflict management and counselling skills. Financial, human resource and material resource management skills. Computer literacy in Microsoft Office applications. Ability to coordinate, supervise and monitor nursing services within the Operating Theatre. Ability to effectively manage theatre utilisation, staff allocation, surgical lists, equipment, instruments and consumables.

DUTIES : Provide leadership and strategic direction in the Operating Theatre Nursing Component and ensure effective, efficient and quality patient care. Plan, coordinate, delegate, supervise and monitor the provision of safe perioperative nursing care in accordance with professional and legal standards. Ensure compliance with OHSC, Ideal Hospital Realisation and Maintenance

Framework (IHRM), infection prevention and control, clinical governance and patient safety standards. Manage the effective utilisation of human, financial and non-financial resources within the Operating Theatre. Coordinate theatre services, including theatre lists, staff allocation, patient flow, equipment, instruments, medicines and consumables. Ensure effective infection prevention and control, including aseptic technique, sterilisation and prevention of surgical site infections. Manage staff performance, development, discipline, grievances and continuous professional development. Participate in quality assurance, clinical audits, risk management and implementation of quality improvement initiatives. Monitor and evaluate patient care and theatre service delivery and ensure compliance with relevant targets and standards. Promote teamwork, effective communication, patient-centred care and multidisciplinary collaboration. Contribute to strategic planning, budget management, audit preparedness and implementation of hospital and Department of Health priorities.

ENQUIRIES : Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: Mr. M.F Mlambo.
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The '*Reference Number*' and '*Position'* for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action

employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

POST 31/206 : **OPERATIONAL MANAGER (MATERNITY) REF NO: NDW/OM/01/2026 (X1 POST)**

SALARY : R720 819 – R752 913 per annum. Other Benefits:13th cheque/Service Bonus, Housing allowance, 8% of rural allowance medical aid is optional (employee must meet prescribed) requirements)

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior Certificate /Grade 12/ Matric or standard 10. National Diploma/Degree in General Nursing and Midwifery plus 1 year post basic advanced midwifery. A minimum of 9 years appropriate/recognisable nursing experience after registration as a Professional Nurse and Midwifery with SANC, of which 5 years must be recognisable experience after obtaining a 1-year post-basic qualification in Advanced midwifery. Current registration with South African Nursing Council as a Professional Nurse and advance midwifery. Current and previous experience endorsed by the Human Resource department (certificate of service). Possession of a valid driver's licence code 8(B) or 10 (C1). Knowledge/Skills Training and Competencies Required Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In-depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of scope of practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients' Rights Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision-making, problem solving abilities skills Co-ordination and report writing skills. Time Management, Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.

DUTIES : Manage the practice of all Maternity to ensure highest standard of individual patient care. Provide adequate supervision and mentoring of junior personnel. Ensure effective utilization and monitoring of all resources according to the institution's cost containment plan. Facilitate implementation of integrated maternal and child health programmes. Conduct clinical audits and develop remedial action plans and implementation of such. Ensure accurate collation, analysis, and verification of monthly data within the unit and participate in data management meetings. Participate and oversee development and implementation of clinical policies, procedures, and guidelines for MNCWH (TB, Nutrition, FP, MBFI, PMTCT, Mom-connect, ESMOE, KMC, and CARMMA). Ensure implementation, monitoring, and evaluation of EPMDS in the unit. Work shifts, weekends, and public holidays. Participate, co-ordinate, and conduct Perinatal and Child Mortality meetings. Ensure compilation and timeous submission of relevant reports. Provide effective, adequate leadership and supervision of all sub-units in the subcomponent (ANC, Labour, and Post Natal Care). Improve quality of care by reducing public complaints and waiting times, implement and monitor National Core Standards. Monitor infection control measures in the unit. Participate in outreach, preventive, and promotive programmes within the community.

ENQUIRIES : Mrs NS Langa Tel No: (032) 532 3050

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer Ndwedwe CHC Private Bag X528, Ndwedwe, 4342. Applicants are encouraged to hand deliver their applications or couriers to: The Human Resource Office, P100 Canelands Road, Ndwedwe CHC, 4342 or email to Samukelisiwe.Mahlaba@kznhealth.gov.za

We discourage applicants from sending applications through the post postal services or through mail as the CHC will not be responsible for non-collection of those applications

FOR ATTENTION : Assistant Director: HRM

NOTE	:	Directions To Candidates: The following documents must be submitted: Amended application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. The Applicants form must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only, on or before the date of the interview. No faxed or late applications will be considered. The reference number must be indicated in the column provided on the Z83 form, e.g. SAP2/2010. A successful candidate will be required to enter into an employment contract and a performance agreement. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance - Vetting, criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). 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. Due to the large number of applications, we envisage to receive, receipt of applications will not be acknowledged however, correspondence will be limited to the shortlisted candidates only in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply for this post" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
CLOSING DATE	:	11 September 2026
POST 31/207	:	**CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) REF NO: AMAJ08/2026** Component: Planning, Monitoring and Evaluation
SALARY	:	R571 161 per annum, (an all- inclusive salary package). Other Benefits: Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque.
CENTRE	:	Amajuba Health District Office
REQUIREMENTS	:	An appropriate B Degree / National Diploma or equivalent qualification in nursing. Minimum of 9 years of appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience. Current registration with SANC. Valid Driver's License (Minimum Code EB). Computer Literacy. Current and previous work experience endorsed by Human Resources validating the above experience. Experience At least one (01) year experience in Supervision/Management OR. One (01) year qualification in Infection Prevention and Control from a recognizable institution of higher learning. Knowledge, Skills, Behavioural Attributes And Competencies Required Report writing abilities. Financial Management skills. Empathy and counselling skills ana knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. An ability to prioritize issues and other work-related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
DUTIES	:	Plan, develop and implement an infection prevention and control program in keeping with the IPC standards. Monitor implementation of the National Infection Prevention and Control Strategic Framework. Train and capacitate employees of Infection Prevention and Control practices to develop the necessary insight and sustain an environment conducive to Infection Prevention and Control needs. Organize regular Infection Prevention and Control committee meetings and document the proceedings. Ensure the adherence / supervision of Personal Protective Equipment (PPE) and clothing for employees and members of the public when needed. Support facilities in the implementation of Standard Operating Procedures in pertaining to IPC waste management, environmental health, cleaning as well as decontamination of medical devices. Participate in annual ICRM/IHRM and IPC

Risk assessments to ensure adherence to IPC standards. Capacitate facility IPC champions and schedule quarterly meetings to identify gaps within the IPC program. Monitor facility compliance with conducting awareness campaigns as per WHO and National Department of Health calendar.

ENQUIRIES : Mr. M.S. Nzuza at 078 134 0548

APPLICATIONS : All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Email: Lungile.Mbatha3@kznhealth.gov.za OR Hand delivered to 50 Harding Street Nedbank Building First Floor, Newcastle, 2940.

FOR ATTENTION : Mrs. T.N.B. Dube

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Originally signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply.

CLOSING DATE : 11 September 2026

POST 31/208 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL STREAM) REF NO: PMMH 15/2026 (X1 POST)**
Component: Surgical

SALARY : R571 161 – R644 613 per annum. Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Diploma/ Degree in General Nursing that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing) Current registration with the SANC (2026). Diploma / Degree in Nursing Administration will be an added advantage. Computer literacy will be an added advantage. Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in Surgical Services will be an added advantage. Knowledge, Skills Training And Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Sound knowledge of surgical nursing care, clinical guidelines, infection prevention and control, patient safety and quality assurance standards. Possess effective communication skills for dealing with patients, supervisors and members of the multidisciplinary team, including report writing. Good human relations, demonstrating concern for patients and promoting and advocating proper treatment and care in line with Batho Pele principles. Demonstrate a basic understanding of Human Resource and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support

personnel to ensure effective and quality nursing care. Ability to supervise, coordinate and monitor the provision of nursing care to surgical patients.

DUTIES : Work as part of a multidisciplinary team to ensure effective, cost-effective, equitable and efficient nursing care within Surgical Services. Provide quality comprehensive nursing care to surgical patients in accordance with the scope of practice, nursing standards, national core standards and Office of Health Standards Compliance (OHSC) requirements. Ensure effective pre-operative and post-operative nursing care and monitor patients for complications and appropriate management. Ensure compliance with professional, legal and ethical nursing practices, infection prevention and control and patient safety standards. Coordinate, supervise and monitor nursing staff and support personnel to ensure effective service delivery. Ensure effective utilisation and management of human, financial and material resources within the unit. Participate in quality improvement, IPC and Health and Safety committees and implement relevant programmes. Participate in clinical audits, monitoring and evaluation and implementation of quality improvement initiatives. Perform duties as delegated by the supervisor and provide relief duties in the Assistant Nursing Manager's office when required. Promote effective communication, teamwork and multidisciplinary collaboration in the delivery of patient-centred surgical care.

ENQUIRIES : Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: Mr. M.F Mlambo.
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The '*Reference Number*' and '*Position'* for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post,

evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

POST 31/209 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 REF NO: PMMH 16/2026 (X1 POST)**
Component: Infection Prevention and Control (IPC)

SALARY : R571 161 – R644 613 per annum. Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2026). A qualification in Infection Prevention and Control from a recognizable institution of Higher Learning will be an added advantage. Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills Training And Competencies Required: Knowledge of Public service policies, Health Act and Nursing Act, SANC regulations, Code of conduct, Batho Pele principle, Labour relations Act, Occupational Health and Safety Act Sound knowledge of Infection Prevention and Control, patient safety and quality assurance standards, nursing care, and clinical guidelines, Possess good communication, leadership, interpersonal, conflict management, negotiation, decision making, and problem solving skills Good human relations, demonstrating concern for patients and promoting and advocating proper treatment and care in line with Batho Pele principles. Demonstrate a basic understanding of Human Resource and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure effective and quality care. Ability in organizing, planning and possess supervising skills and function well within the team.

DUTIES : Provide effective and efficient Infection Prevention and Control services in the institution and feeder clinics Draft annual IPC operational plan Develop and ensure implementation of Infection Control plan for the institution and feeder clinics Sustain IPC Programme and monitor progress on quarterly basis Facilitate appointment and review of IPC Committee members Conduct Infection and Control meetings Provide support to the Hospital Management team to ensure that a high standard of infection control is maintained Advise the hospital management of all identified infection control risks and recommendation thereof Provide management and supervisors with up to date infection control information Ensure that all departments and clinics are provided with infection control guidelines, protocols, SOP's and that these are implemented Conduct IPC audits, identify gaps, collate and coordinate formulation of Quality improvement plans for identified gaps. Develop and implement an annual in-service trainings and orientation induction Programme for clinical and non-clinical staff on IPC practices Monitor and evaluate IPC practices in hospital & clinics Provide technical support, development of training materials, information sheets on Infection Prevention and Control. Develop basic tools for monitoring IPC standards and related IPC indicators and data collection tools. Conduct monthly and random hygiene inspections in all departments and monitor implementation of action plans. Conduct IPC risk assessments and audits and monitor implementation of action plans. Monitor management, notification and reporting of communicable diseases Ensure timeous submission of daily, weekly, monthly and quarterly reports to relevant stakeholders. Participate in Antibiotic Stewardship Programme and monitor compliance to antibiotic policy. Compile annual institutional infection prevention and control procurement plan. Plan the budget for infection control department and exercise control over utilization of such a budget Monitor availability and proper management of IPC resources and supplies. Facilitate procurement of

infection control equipment and other resources. Monitor the cleaning and disinfection of the equipment and environment. Review outbreak of infections and advise on how outbreaks can be managed and prevented Collate weekly, monthly, quarterly IPC reports and present to management Represent the facility at District and Provincial IPC forums/meetings Ensure that surveillance are done in the institution and clinics and reported as per requirement Report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC Co-ordinator.

ENQUIRIES : Mrs. M Pillay Tel No: (031) 907 8519

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: Mr. M.F Mlambo
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department Or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

POST 31/210	:	**ARTISAN CHIEF REF NO: PMMH 17/2026 (X1 POST)** Component: Technical Services
SALARY	:	R499 470 – R569 541 per annum. Other Benefits Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).
CENTRE	:	Prince Mshiyeni Memorial Hospital
REQUIREMENTS	:	Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act, 1981, as amended. Valid driver's licence. A minimum of 10 years' post-qualification experience as an Artisan/Artisan Foreman. Experience in a regional hospital environment will be an added advantage. Experience in the supervision and management of artisans and maintenance personnel will be an added advantage. Experience in the management of contractors and maintenance contracts will be an added advantage. Knowledge, Skills Training And Competencies Required: Sound knowledge of technical maintenance, repairs and installation within the relevant trade. Good knowledge of project management and maintenance planning. Knowledge of technical design, analysis and interpretation of technical drawings. Knowledge of relevant legislation, policies, technical standards and occupational health and safety requirements. Knowledge of Public Finance Management Act (PFMA) and Supply Chain Management (SCM) Guidelines Ability to supervise, coordinate and manage artisans, contractors and maintenance personnel. Good problem-solving, analytical and decision-making skills. Ability to plan, organise and prioritise maintenance activities and projects. Good technical report-writing and communication skills. Knowledge of financial and resource management, including maintenance budgets and materials. Ability to monitor and ensure quality, compliance and timely completion of maintenance work. Good computer literacy, including the use of relevant technical and administrative applications. Ability to work effectively under pressure and respond to emergency maintenance requirements. Good customer focus, teamwork and interpersonal skills. Ability to provide technical advice and guidance to management and staff.
DUTIES	:	Manage, coordinate and monitor the provision of technical and maintenance services at Prince Mshiyeni Memorial Hospital. Supervise and manage artisans, artisan foremen, maintenance personnel and support staff. Conduct performance management in terms of Employee Performance Management and Development Systems (EPMDS). Plan, coordinate and implement preventative and corrective maintenance programmes. Investigate technical problems and ensure that appropriate remedial action is taken. Ensure that maintenance work is performed according to prescribed technical standards, specifications and applicable legislation. Manage and monitor maintenance projects from planning through to completion. Monitor the performance of contractors and ensure compliance with contractual requirements. Ensure effective utilisation and control of human, financial, material and technical resources. Prepare, scope of works, specifications, technical reports, project reports, maintenance schedules and other relevant documentation. Participate in the preparation and management of maintenance budgets. Ensure compliance with occupational health and safety, environmental and other statutory requirements. Provide technical advice and guidance to management and relevant hospital departments. Participate in inspections, audits and quality improvement initiatives. Ensure that equipment, infrastructure and building services are maintained in a safe and functional condition. Investigate and respond to complaints relating to infrastructure and maintenance matters. Promote effective communication, teamwork and service delivery within the technical services environment. Perform any other duties delegated by the supervisor or hospital management.
ENQUIRIES	:	Mr. K.N Ngcobo Tel No: (031) 907 8516
APPLICATIONS	:	To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: Mr. M.F Mlambo Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.
NOTE	:	Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service

endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

POST 31/211 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: MAN 01/2026 (X1 POST)**
Component: Mandeni Clinic

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

CENTRE : Sundumbili CHC (Mandeni Clinic)

REQUIREMENTS : **Grade 1**: Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026) A minimum of 4 years appropriate/ recognizable nursing experience as s General Nurse. Minimum Requirements for the Post: **Grade 2**: Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026). A minimum of 14 years' appropriate/ recognizable nursing experience

after registration as General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. NB: 1. Please note that most of the Clinics in Mandeni Sub District operate from 07h00 to 16h00 (Mandeni and Hlomendlini). Sundumbili and Isithebe Clinic operates over 24 hours, Ohwebede, Dokodweni, Ndulinde and Macambini Clinic operates on call after 16h00. Staff may be requested to relieve/ allocated in any of the nine (07) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

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

ENQUIRIES : Mr. PE Mthethwa Tel No: (032) 454 0066

APPLICATIONS : Please forward all applications to: The Director: Human Resource Management Services, Sundumbili CHC, Private Bag X6032, Sundumbili, 4490 *OR* Hand delivered to: Sundumbili CHC, A682 Msomuhle Road, Sundumbili, Mandeni, 4490 or Email it to Vuyile.Gcabashe@kznhealth.gov.za

FOR ATTENTION : Ms. V Gcabashe

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for

the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 11 September 2026.

POST 31/212 : **CLINICAL NURSE PRACTITIONER REF NO: POM 01/2026 (X1 POST)**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
Other Benefits: 13th Cheque. Medical aid (Optional).12% rural allowance. Home Owner`s allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC (MOPD & Casualty).

REQUIREMEMTS : **Grade 1**: Grade 12 (senior certificate) / standard 10. Degree / Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in primary health care (Clinical Nursing Science, Health assessment and care). Current Registration with the SANC as Professional Nurse and nursing primary health care nurse. One year post basic qualification in Primary Health Care. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. Applicants are submitting Z83 and CV only, all other documents including any proof is submitted by shortlisted candidates. **Grade 2**: Grade 12. Degree / Diploma in General Nursing Science & Midwifery plus 1 year post basic qualification in Primary Health Care (Clinical Nursing Science, Health Assessment and Care). Current registration with SANC as a General and Primary Health Care Nurse 2026. A minimum of 14 years appropriate / recognizable experience in Nursing as a Professional Nurse of which at least 10 years must be appropriate / recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Proof of experience endorsed by the human resource office / certificate of service. Knowledge; Skills; Training And Competencies Required: Sound knowledge of all legislation and regulation application to the health services and nursing status. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial, management skills. Knowledge of nursing care processes and procedures Demonstrate good and effective communication.

DUTIES : Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and community. Asses, diagnose, threat dispense according to guidelines and protocols. Increase access to the health care services through DMOC (Differentiated Model of Care). Participate in quality improvement programmes thus contribute to accreditation as Norms and standards compliant. Proper utilization and safeguarding of all allocated resources. Compile daily statistics, analyse and submit monthly reports timeously as required. Able to plan and organize own work that of support personnel to ensure continuity of care. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Maintain and keep all patients documents as per SANC regulations. Mentor and support junior nurses and support structures allocated in the unit. Relieve in the unit in the absence of OMN. Maintain constructive working relationship with nursing and all other relevant stakeholders.

ENQUIRIES : Ms. SV Khoza Tel No: (034) 662 3300

APPLICATIONS : All applications should be Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114 or email to Mbalenhle.zulu@kznhealth.gov.za

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed

most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource/certified of service will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g., Reference Number (POM 01/2026). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews.

CLOSING DATE : 11 September 2026

POST 31/213 : **DENTAL THERAPIST REF NO: POM 02/2026 (X1 POST)**

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum
Grade 3: R564 822 – R683 808 per annum
Other benefits: 13th Cheque. Medical aid (Optional).17% rural allowance. Home Owner`s allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC

REQUIMEMTS : Grade 12 (senior certificate) / standard 10. Bachelor of Dental Therapy. Registration certificate with HPCSA as dental therapist. current registration with the HPSA. Valid drivers' licence, Code EB or C1. Applicants are submitting Z83 and CV only, all other documents including any proof is submitted by shortlisted candidates. **Grade 1:** No experience. Requirements **Grade 2**: A Minimum of 10 years relevant experience after registration with the HPCSA as a Dental Therapist. Requirements **Grade 3:** A Minimum of 20 years relevant experience after registration with the HPCSA as a Dental Therapist. Knowledge; Skills; Training And Competencies Required: Communication & interpersonal skills. Ability to initiate and maintain management proper and appropriate case management. Sound and expect knowledge of dental care therapeutic and preventative process and procedures. Supervisory analytical and team building skills. Cultural diversity management, training & presentation skills & computer. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES : Ensure appropriate management and treatment of dental patients. Provide quality oral health care to patients (whole spectrum, i.e. restoration, filling and extraction) Ensure appropriate referral of patients. Implement policies and guidelines (IPC, waste management). Proper utilization and safeguarding of all allocated sources. Conduct oral health education to patients and identified groups. Strengthen the referral systems to the chc and next level of care. Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth extraction). Supervision of Junior staff members in the department. Implement a continuous monitoring of staff through EPMDS. Provide conservative dentistry service to prolong teeth mobility. Perform exodontials within the scope of dental therapy practise. Identify serious oral diseases and abnormalities. Participate in all outreach programmes as needed. Compile daily statistics, analyse and submit monthly reports timeously as required. Participate in quality improvement programmes thus contribute to accreditation norms and standard.

ENQUIRIES : Dr ZC Lushaba Tel No: (034) 662 3300

APPLICATIONS : All applications should be Hand Delivered or couriered to Pomeroy CHC Human Resource Management Offices; Office Number 16-114 or email to Mbalenhle.zulu@kznhealth.gov.za

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource/certified of service will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g., Reference Number (POM 02/2026). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). Note: NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews.

CLOSING DATE : 11 September 2026

POST 31/214 **HUMAN RESOURCE PRACTITIONER REF NO: PMMH 18/2026 (X1 POST)**
Component: Labour Relations

SALARY : R338 106 – R398 27 per annum (Level 07). Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : A National Diploma / Diploma or bachelor's degree in human resource management, Labour Relations, Industrial Psychology, Public Management or a related field. Labour Relation PERSAL Course will be an added advantage. A minimum of 1 to 2 years relevant experience in Labour Relations. Knowledge, Skills Training and Competencies Required: Sound knowledge of labour relations principles and practices. Knowledge of disciplinary and grievance procedures. Ability to interpret and apply legislation, policies and collective agreements. Good conflict management, negotiation and mediation skills. Strong written and verbal communication skills. Good interpersonal and counselling skills. Analytical and problem-solving abilities. Ability to conduct investigations and prepare labour-relations reports. Ability to maintain accurate and confidential employee records. Good organisational and time-management skills. Ability to work under pressure and meet deadlines. Knowledge and understanding of the Public Service legislative and regulatory framework. Knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act and applicable collective agreements. Knowledge of grievance and disciplinary procedures in the Public Service. Knowledge of dispute-resolution processes and the role of relevant bargaining councils. Computer literacy.

DUTIES` : Providing advice and support to management and employees on labour-relations matters. Managing and providing guidance on disciplinary and grievance procedures. Conducting preliminary investigations into alleged misconduct and preparing relevant reports. Assisting management with disciplinary hearings and ensuring compliance with applicable procedures. Facilitating the resolution of workplace grievances and conflicts. Assisting with the management and resolution of labour disputes. Preparing and maintaining documentation relating to disciplinary, grievance and dispute matters. Representing or assisting the institution at relevant labour-relations structures and dispute-resolution processes. Monitoring compliance with the Labour Relations Act, Public Service regulations, collective agreements and

departmental policies. Providing advice on employee relations and workplace conduct. Maintaining accurate and confidential labour-relations records and statistics. Preparing monthly, quarterly and other labour-relations reports as required. Monitoring trends relating to misconduct, grievances, disputes and absenteeism and recommending appropriate interventions. Participating in labour-management meetings and consultations with organised labour. Promoting sound employer-employee relationships and a harmonious working environment. Assisting with the implementation of labour-relations policies, procedures and departmental initiatives. Performing any other duties assigned by the supervisor or delegated authority.

ENQUIRIES : MR. LZ Tshobeni Tel No: (031) 907 8051

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: MR. M.F Mlambo.
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE : Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

POST 31/215	:	**HR PRACTITIONER (HRD & PLANNING) REF NO: MAD 11/2026 (X1 POST)**
SALARY	:	R338 106 – R398 277 per annum (Level 07), plus 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed conditions)
CENTRE	:	Madadeni Provincial Hospital
REQUIREMENTS	:	Degree / National Diploma in Human Resources Management and Public Management / Public Administration. At least 2-3 years' recognizable experience in Human Resources Planning, Training and development as well as Performance Management. Knowledge, Skills and Competencies required: Public Service Act 1994, Public Service Regulations, 1999.Basic conditions of Employment Act, 1997, Skills Development Act 1998, Labour Relations Act, SQA and the NQF. Agreement reached in the bargaining chambers in the public service. Knowledge of Employment Equity. Knowledge of the relevant policies and prescripts applicable to the work environment. Computer literacy, Problem solving, Policy analysis and interpretation, Report writing, Presentation, Advisory, Verbal and written communication skills, Planning, Facilitation, Computer literacy, Supervisory, Conflict management, Project Management and Information Management.
DUTIES	:	Collect and prepare statistical data in terms of HRD activities, prepare reports and minutes. Provide guidelines and assistance with regard to breach of nursing contracts. Attend meetings and be a secretariat on relevant HRD committee. Implement and supervise the implementation of Performance Management and Development System, induction and in-service training as well as Skills Audit. Develop and implement Workplace Skills Plan, HR Plan and Employment Equity Plan as well as Employment Equity Forums. Co-ordinate and supervise the implementation of Learnership, Bursaries and skills development programmes i.e. nurse trainings and conferences. Exercise delegation of authority, supervision of employees and manage the performance of employees. Advise, train and develop employees. Co-ordinate and supervise the implementation of training interventions and skills development programmes. Co-ordinate and conduct workshops in line with PMDS Policy, Training Policy and Bursaries Policy General. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead subordinates with regard to all aspects of the work and conduct discipline to supervisees. Advise and lead subordinate with regards to all aspects of the work and conduct discipline to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Support the development and participation of mentors, administrate the allocation and management of bursaries. Implement recognition of prior learning and improve qualification. Provide support and advice to supervisors and managers on the administration of Performance Management process during performance reviews. Process performance incentives (Pay Progression, Performance Bonus and Accelerated Grade Progression as well as Grade Progression.
ENQURIES	:	Mr. L.K Mnchunu Tel No: (034) 328 8148
APPLICATIONS	:	All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni, 2951. can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za
FOR ATTENTION	:	The Recruitment Officer
NOTE	:	Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged.

However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 11 September 2026

POST 31/216 : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: OHW 02/2026 (X1 POST)**
Component: Ohwebede Clinic

SALARY : Grade 1: R337 359 - R397 392 per annum
Grade 2: R411 978 - R485 289 per annum
plus 8% rural allowance Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Sundumbili CHC (Ohwebede Clinic)

REQUIREMENTS : **Grade 1**: Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse. Current SANC (2026) receipt. No experience. Requirements: **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. NB: 1. Please note that most of the Clinics in Mandeni Sub District operates from 07h00 to 16h00 (Mandeni and Hlomendlini). Sundumbili and Isithebe Clinic operates over 24 hours, Ohwebede, Dokodweni, Ndulinde and Macambini Clinic operates on call after 16h00. 2. Staff may be requested to relieve/ allocated in any of the seven (07) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks as such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act e.g. Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills. Report writing skill, Facilitation skills. Coordination skills. Liaison skills Networking skills. Problem solving skills. Information Management. Planning and organizing. Computer literacy.

DUTIES : Participate in the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Provide comprehensive, antenatal, intrapartum and postnatal care including deliveries and management of obstetric emergencies. Perform physical assessments, diagnose and treat common health problems in line with scope of practice and PHC guidelines. Manage Maternal, Child and Women's Health programmes, EPI, Family Planning. Provide HIV, TB, STI and NCD management and ensure adherence to 95/95/95 targets. Maintain accurate patient records, registers and data capturing. Ensure cost-effective use of equipment, stock and recourses. Report losses/damages. Supervise and mentor Staff Nurses, ENA's and CHW's. Implement and monitor priority programmes as per Ideal Clinic standards. Reduce risk of litigation by applying correct clinical protocols. Contribute to achieving Ideal Clinic Realisation Status. Participate in on-call system to ensure 24/7 service delivery.

ENQUIRIES : Mr PE Mthethwa Tel No: (032) 454 0066

APPLICATIOBNS : Please forward all applications to: The Director: Human Resource Management Services, Sundumbili CHC, Private Bag X6032, Sundumbili, 4490 OR Hand delivered to: Sundumbili CHC, A682 Msomuhle Road, Sundumbili, Mandeni, 4490 or Email it to Vuyile.Gcabashe@kznhealth.gov.za

FOR ATTENTION : Ms. V Gcabashe

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided

form Z83 e g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 11 September 2026

POST 31/217 : **ARTISAN PRODUCTION - GRADE A/B REF NO PMMH 19/2026 (X1 POST)**
Component: Mechanical

SALARY : Grade A: R253 341 – R281 172 per annum
Grade B: R297 249 – R329 898 per annum
Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Appropriate Mechanical Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act, 1981, as amended. Valid driver's licence. Experience **Grade A**: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate Experience **Grade B**: At least 14 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Experience in a hospital or health-care environment will be an added advantage. Knowledge, Skills Training And Competencies Required: Sound knowledge of mechanical maintenance, repairs and installations. Knowledge of HVAC, pumps, boilers, compressors and other hospital mechanical systems. Ability to diagnose and repair mechanical faults and breakdowns. Knowledge of preventative and corrective maintenance. Ability to read and interpret technical drawings and equipment manuals. Knowledge of occupational health and safety and hospital safety requirements. Good problem-solving, communication and teamwork skills. Ability to plan, organise and prioritise maintenance activities. Basic computer literacy and ability to complete maintenance reports. Ability to work independently, under pressure and during emergency breakdowns.

DUTIES : Perform mechanical maintenance, repairs, servicing and installation of hospital mechanical equipment and systems. Maintain and repair HVAC, ventilation, pumps, compressors, boilers and other mechanical plant and equipment. Conduct preventative and corrective maintenance in accordance with approved maintenance schedules. Attend to mechanical breakdowns and emergency maintenance requests promptly. Identify mechanical faults and implement appropriate corrective measures. Inspect mechanical equipment and report defects or potential failures. Ensure that all work is performed according to prescribed technical, safety and quality standards. Maintain accurate records of maintenance work, repairs, inspections and equipment condition. Assist with the installation, commissioning and testing of new mechanical equipment. Ensure safe use, care and maintenance of tools,

machinery and equipment. Comply with occupational health and safety, infection prevention and control and hospital safety requirements. Work closely with electrical, plumbing, building and other technical personnel to ensure effective hospital maintenance. Assist with monitoring contractors and ensuring that maintenance work is completed according to specifications. Provide technical advice to the supervisor regarding mechanical equipment and maintenance requirements. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mr. K.N Ngcobo Tel No: (031) 907 8516

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Attention: MR. M.F Mlambo
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 11 September 2026

ANNEXURE V

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION

APPLICATIONS : Quoting the relevant references `applications should be forwarded to the relevant District:
Capricorn North The District Director: Capricorn North Education District, Private Bag X9711, Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
Capricorn South The District Director: Capricorn South Education District Private, Bag X 03cChueniespoort, 0745. Old Parliament Complex, Lebowakgomo.
The District Director Sekhukhune South Education District Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.
Mogalakwena Education District: The District Director Private Bag X 601 Mahwelereng 0626 805 Rufus Seakamela Street Mahwelereng, 0626.
Mopani East Education District Private Bag X 578 Giyani 0826 Old Parliament Building. Giyani.
Mopani West The District Director: Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.
Sekhukhune East The Acting District Director: Sekhukhune East Education District, Private Bag X9041, Burgersfort, 1150. 83 Aloe Street, Stand No 2314, Ext 4 Aloeridge West, Burgersfort, 1150.
Sekhukhune South Education District: The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo
Vhembe East The Acting District Director: Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela, Old Parliament Building.
Vhembe West The District Director: Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D, Old Parliament Building, Thohoyandou.
Waterberg The Acting District Director: Waterberg Education District, Private Bag X1040, Modimolle, 051084. Limpopo Street, NTK Building, Modimolle 0510.
Head Office The Head of Department, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 (Registry)
Applications submitted via e-Recruitment system through the link a https://erecruitment.limpopo.gov.za

CLOSING DATE : 11 September 2026 (Applications received after the closing date and faxed copies will not be considered)

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, Only Z83 and CV submitted on application, all other documents/proofs are submitted by shortlisted candidates) If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates, including the SMS,

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

OTHER POSTS

POST 31/218 : **E–CARES SYSTEM MANAGER REF NO: LDOE 10/08/2026**
Branch: Early Childhood Development
(02 Years Contract)

SALARY : R932 292 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : NQF Level 7 qualification in Information Systems / ICT / Computer Science / Data or related field as recognized by SAQA. A postgraduate qualification in a relevant field will be an added advantage. Seven (7) years' relevant experience in Systems Administration and Information Systems. Experience in the education sector data (e.g., EMIS) or ECD programmes will be an added advantage. Valid driver's license with exception of people with disabilities Competencies. Knowledge and Skills: Knowledge of Cloud-based system operations. Knowledge of the provincial EMIS environment and/ or ECD system landscape. Knowledge of database management. Knowledge of business intelligence reporting. Knowledge of database management. Knowledge of business intelligence reporting. Strong computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, customer service orientation. Ability to work independently and travel extensively. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently.
DUTIES : Provincial e-Cares system usage and performance management. Leading provincial support for system usage, performance and adoption. Monitoring user compliance with system functionality and data workflows. Advocating system utilization for decision-making. User support and access management. Managing first line helpdesk support for PED users. Managing user access, roles and permissions. Escalating issues promptly to national and service providers. User training and capacity building, which entails conducting ongoing training on New releases; Functional improvements; Reporting and dashboards. Supporting districts and circuits to drive usage. Leading provincial testing of system releases and updates. Developing test plans, recording User Acceptance Testing (UAT) outcomes, and submitting feedback to developers. Validating system enhancements before deployment. Identifying and resolving technical issues affecting provincial users. Maintaining alignment between e-Cares and EMIS Master lists. Validating EMIS number allocation in e-Cares. Supporting provincial reporting needs and accuracy.
ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

POST 31/219 : **ECD DATA QUALITY ASSURANCE ANALYST REF NO: LDOE 11/08/2026**
Branch: Early Childhood Development
(02 Years Contract)

SALARY : R605 742 per annum
CENTRE : Head Office, Polokwane

REQUIREMENTS : NQF Level 6 qualification in Data Management, Information Systems, Statistics, Social Sciences, Monitoring and Evaluation or a related field as recognized by SAQA. A postgraduate qualification in a relevant field will be an added advantage. Five years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes will be an added advantage. Valid driver's license with exception of people with disabilities. Competencies. Knowledge and Skills: Knowledge of database management. Knowledge of business intelligence reporting. Strong functional computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Strong proficiency in Microsoft Excel and data validation. Strong proficiency in Business Intelligence tools (e.g., Power BI Tableau). Command of basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently.

DUTIES : Monitoring and improving accuracy, completeness and consistency of ECD data in the Early Childhood Administration and Reporting System (e - Cares). Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting the preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conducting or supporting training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with a provincial training team). Reinforcing the importance of accurate data entry and maintenance. Sharing tips and guidance for improving data quality. Designing and implementing data quality and completeness reviews. Advocating for the use of e - Cares reports and dashboards to support ECD operations and planning. Advocating and training provincial and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate.

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

POST 31/220 : **SOCIAL WORKER (X9 POSTS)**
Directorate: Early Childhood Development (Conditional Grant)
(02 Years Contract)

SALARY : R338 208 per annum

CENTRE : Capricorn North District Ref No: LDoE 01/08/2026
Capricorn South District Ref No: LDoE 02/08/2026
Mogalakwena District Ref No: LDoE 03/08/2026
Mopani East District Ref No: LDoE 04/08/2026
Mopani West District Ref No: LDoE 05/08/2026
Sekhukhune East District Ref No: LDoE 06/08/2026
Sekhukhune South District Ref No: LDoE 07/08/2026
Vhembe East District Ref No: LDoE 08/08/2026
Vhembe West District Ref No: LDoE 09/08/2026

REQUIREMENT : NQF Level 7 qualification in Social Work as recognised by SAQA. Valid registration with South African Council for Social Service Professions (SACSSP). Valid driver's license with exception of people with disabilities will be an added advantage Competencies, Knowledge and Skills: Good verbal and written communication. Good report writing skills. Ability to intervene and resolve conflicts of a complex nature. Problem solving. Planning and organizing work and working independently. Non-judgmental. Understanding, Assertive and Caring. Analytical skills. Knowledge and experience in working with Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of

human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Functional Computer literacy (excel skills will be an added advantage).

DUTIES : Register and Monitor Early Childhood Development programmes. Maintain and update databases of registered and funded ECD centres. Render social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

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

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts. Persons whose appointment will promote representativity (specifically Persons with Disabilities and Women in line with the Employment Equity Act No. 55 of 1998), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. Should there be no suitable candidates from the represented groups who can be recruited, the candidates from the unrepresented groups can be considered.

APPLICATIONS : Applicants should apply through the following website https://erecruitment.limpopo.gov.za. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.

CLOSING DATE : 28 September 2026 @ 16h00 for hand delivered applications and 23h59 electronic applications

NOTE : All costs associated with an application will be the responsibility of the applicant. The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph1.30. The applicant confirms and comes to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submits the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. NB No faxed or emailed applications will be considered. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability

assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?” “If your professional or occupation requires official registration, provide date and particulars of registration.” – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate ‘refer to Curriculum Vitae (CV) or see attached’, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. 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. Personal suitability checks shall be conducted in line with Public Service Regulation 57(1)(c). The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. 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. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be

considered. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za and social media platforms.

MANAGEMENT ECHELON

POST 31/221 : **DIRECTOR REF NO: C6/26/1**
Directorate: Environmental Quality Management

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF7) in Natural Science / Environmental Sciences / Environmental Management / Air Quality Management / Atmospheric Sciences or equivalent as recognized by SAQA. A post graduate qualification in the related field will be an added advantage. Five (5) years of experience at middle / senior managerial level. Extensive experience in the related field. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). EAPASA Registration in terms of S24H of NEMA as Environmental Assessment Practitioner (EAP). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation. Skills And Knowledge: In-depth knowledge and application of the National Environmental Management Act and SEMA's, Public Finance Management Act, Public Service Act and its associated reputation, and other related environmental legislation, policies and procedures that affect the environment. Must have proven verbal written communication and computer skills. Ability to timeously produce through and informative documents, and formulate clear, concise and legally defensible decisions. Analytical thinking and ability to identify, analyse, synthesize and communicate environmental related issues. Must be able to work both independently and in a team, ability to work under strenuous conditions and able to interact with a diversity of clients and staff. Ability to mediate in and resolve conflict resolution situations. Strong organisational, coordination and planning ability. Diplomacy and professional conduct.

DUTIES : Ensure implementation of an integrated environmental management system through various tools inter alia Environmental Impact Assessments, and environmental authorisation systems and Environmental Management Frameworks (EMFs) and other planning tools. Manage the implementation of air quality management legislation, policies and systems at provincial level and provide support air quality management interventions at local, national and international levels. Manage and implement air quality management tools such as the declaration of air quality priority areas, ambient air quality monitoring systems, and emission source inventories. Oversee the development and implementation of integrated waste management plans and support local government to render the appropriate waste management services. Manage the processing and authorisation of solid waste disposal sites and other waste management authorisations as required by legislation. Develop waste information systems to improve implementation of programmes to reduce and recycle waste. Manage environmental impact services. Manage and utilize resources (financial, human & physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

POST 31/222 : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: C6/26/2**
Directorate: Consumer Affairs

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Law / Management / Economics or equivalent as recognized by SAQA. Five (5) years' relevant functional experience in consumer inspectorate and investigation of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability. Skills And Knowledge: Knowledge of consumer matters, dealing with LPCA, CPA legislations, inspectorate and investigation environment. Detailed knowledge of consumer legislation including the following: Consumer Protection Act (National and Provincial), National Credit Act, Access to Information Act. Sound knowledge of regulatory framework for the public service regulations, Public Service Act. Ability to interpret and apply policies, advance knowledge and application general management and project management principles. Reasonable knowledge of the various pieces of legislation to assist in conducting inspections, investigations and persecutions. Ability to communicate and negotiate at all levels. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy.

DUTIES : Manage and facilitate the consumer complaints handling, adjudication and ADR's. Facilitate the prohibition of unfair business practices and port of entries in the province. Mediate and negotiate with suppliers of goods and services in terms of LPCA, CPA no 68 of 2008 and the other relevant and applicable legislations on behalf of the consumer. Manage and facilitate consumer court activities. Manage resources of the sub directorate. Represent consumers in the consumer court and provide secretariat services.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/223 : **DEPUTY DIRECTOR: CONSUMER INSPECTORATE REF NO: C6/26/3**
Directorate: Consumer Affairs

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Law / Management / Economics or equivalent as recognized by SAQA. Five (5) years' relevant functional experience in consumer inspectorate and investigation of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability. Skills And Knowledge: Knowledge of consumer matters, dealing with LPCA, CPA legislations, inspectorate and investigation environment. Detailed knowledge of consumer legislation including the following: Consumer Protection Act (National and Provincial), National Credit Act, Access to Information Act. Sound knowledge of regulatory framework for the public service regulations, Public Service Act. Ability to interpret and apply policies, advance knowledge and application general management and project management principles. Reasonable knowledge of the various pieces of legislation to assist in conducting inspections, investigations and persecutions. Ability to communicate and negotiate at all levels. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy.

DUTIES : Manage and facilitate the business compliance inspections. Conduct investigations on consumer complaints, business and port of entries in the province. Establish and maintain network and partnership with service providers and industry regulators aimed at protecting consumer rights. Develop policies and strategies and ensure proper complementation of consumer protection law aimed at improving service delivery. Manage resources of the sub-directorate.

ENQUIRIES	:	Ms. WA Klaassen Tel No: (015) 293 8691
POST 31/224	:	**DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: C6/26/4** Directorate: Trade and Investment Promotion
SALARY	:	R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	Grade 12 plus an NQF 6 in Economics / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognised by SAQA. Five (5) years of experience within investment promotion/facilitation landscape of which three (3) years must be at supervisory level (Assistant Director level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Good knowledge and understanding of legislative framework governing public service, Sound and in-depth knowledge and experience of relevant macro and micro economic policies. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills, Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.
DUTIES	:	Ensure formulation and review of investment promotion/facilitation strategies and plans. Facilitate the implementation of investment promotion/facilitation programs. Facilitate the uptake of support offerings aimed at investment promotion. Research on existing and emerging provincial investment opportunities for packaging and marketing. Collaborate with key stakeholders in utilising strategic partnerships (multi- and Bilateral agreements) for marketing our provincial investment opportunities. Ensure optimal participation at investment promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to promotion of investment opportunities. Ensure the management and monitoring of customised incentive packages. Enhance update of national trade promotion incentives by provincial enterprise. Establish and maintain appropriate internal controls within the unit.
ENQUIRIES	:	Ms. WA Klaassen Tel No: (015) 293 8691
POST 31/225	:	**DEPUTY DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT REF NO: C6/26/5** Directorate: Information Technology Management
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	Grade 12 plus an NQF 6 qualification in Information Technology or equivalent as recognised by SAQA. Five (5) years' experience within Information and Technology fields of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Information Technology strategic management. Knowledge of financial management. Knowledge of HR practice & procedures. Knowledge of administrative procedures. Knowledge of Project management. Knowledge of Personnel Management. Knowledge of Information Technology. Information Technology Security skills. Sound organising and planning skills. Good written communication. Good communication skills. Listening skills. Writing skills. Interpersonal skills.
DUTIES	:	Ensure that anti-virus software is installed on all Departmental desktops, laptops and is centrally managed and updated at least 2 times a week. Maintain Web Security Gateways for all relevant Departmental offices. Administer unified threat management appliances for all relevant Departmental offices. Maintain intrusion prevention and anti-spam systems for all relevant Departmental offices. Develop and implement IT Security policies. Facilitate the implementation of biometric security solution. Develop IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all

relevant Departmental offices. Compile and submit quarterly report for Risk Management and mitigation plan. Minimise IT Risk for the Department. Analyse previous audit report. Implement recommendations from previous report. Co-ordinate internal and external audit activities. Conduct Review audit report. Implement audit recommendations. Minimise / Reduce the number of audit findings. Subscribe to relevant for a. Attend IT Security Summits and workshops. Engage with subject matter experts. Conduct Proof Concept where applicable. Compile appropriate reports. Engage with State Security Agency for vulnerability assessment scans. Compile Quarterly Reports. Develop plan to mitigate identified vulnerabilities. Implement mitigation plan to reduce vulnerabilities.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/226 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF NO: C6/26/6**
Directorate: Strategic Management

SALARY : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Gender Studies / Disability Studies / Public Administration/Public Management / Development Studies / Human Resource Management, or equivalent related technical field as recognised by SAQA. Five (5) years' experience in Special Programmes of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of integrated special programs, planning, budgeting, development and implementation and monitoring of special programmes. Knowledge and understanding of Employment Equity, Affirmative Action measures including gender and disability mainstreaming policies. Strong supervisory skills, negotiation, networking and relationship building skills. Problem-solving skills. Excellent communication and presentation skills. Organisational skills (planning, leading, budgeting, coordination, time management, work prioritisation). Excellent research, analytical, reporting writing skills. Programme and project management skills. Capable of maintaining quality whilst working under pressure and adhering to deadlines. Ability to work independently and as a team player. Results and performance driven.

DUTIES : Draft calendar of events for a financial year and maintain effective and efficient development and management of coordinated gender and disability mainstreaming programs. Provide strategic support and advice to the Director on gender, youth and disability mainstreaming related programs. Facilitate mainstreaming of gender, youth and disability into organisational planning, budgeting, monitoring, evaluation and reporting to ensure high level of compliance with policy. Promotion of the rights of women, persons with disabilities, older persons, children and youth. Facilitate and coordinate mainstreaming of gender, disability and youth into other directorates' policies, project designs and activities. Facilitate effective implementation of gender and disability frameworks for achieving gender parity and empowerment of persons with disability and youth. Facilitate and coordinate Change Management engagements. Lead in the development, review and amendment of organisational policies and strategies related to mainstreaming of gender and disability to ensure organisational policies and strategies are gender sensitive and responsive. Coordinate departmental participation in national campaigns. Prepare and present monthly and/ or quarterly special programs reports for management engagement. Research and disseminate gender and disability related information to all staff.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/227 : **ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT REF NO: C6/26/7**
Directorate: Economic Empowerment

SALARY : R605 742 – R713 535 per annum (Level 10)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Business Management or equivalent as recognized by SAQA. Minimum of three (3) years of relevant experience of which two (2) years must be at supervisory level. Valid driver's license (with exception of person(s) with disability. Skills And Knowledge: Knowledge of MSMES Development, Cooperatives Development, MSMES finance and Aftercare services for MSMES, Business Planning, Managerial skills. Computer literacy. Knowledge of relevant acts, directives and resolutions. Communication and negotiation skills. Policy formulation skills. Conflict management and problem-solving skills.

DUTIES : Provide appropriate business development information to MSMES and cooperatives as well as sector Departments and local municipalities. Ensure implementation of business development support programmes. Increase competitiveness of businesses through implementation of Training programmes, quality and productivity programmes, Technology support programmes. Monitor the provision of funds to Enterprises. Ensure provision of infrastructure to cooperatives. Increase institutional compliance to relevant statutes. Monitor implementation of marketing programmes. Assist enterprises to participate in exhibitions/trade shows. Implement entrepreneurship awareness campaigns. Monitor the implementation of business development programmes by parastatals. Ensure the provision of financial and non-financial services. Monitor compliance to financial and corporate governance by parastatals. Monitoring the performance of all the District Services of Enterprise Development

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/228 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C6/26/12**
Directorate: Environmental Quality Management

SALARY : R518 769 – R717 846 per annum, (OSD)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognised by SAQA. EAPASA registration in terms of S24H of NEMA. Minimum of three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license. Skills and Knowledge: Good working knowledge of environmental legislation, Environmental Impact Assessment Regulations of 2014 as amended in April 2017, Environmental Impact Assessment Guidelines and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem-solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/229 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: C6/26/8**
Directorate: Human Resources Management and Development

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Human Resource Management / Public Administration or equivalent as recognised by SAQA. Minimum of three (3) years of experience within Human Resources Management, of which two (2) years must be at supervisory level (Personnel Practitioner). Proven successful completion of PERSAL Administration. Valid driver's license (with exception of person(s) with disability. Skills And Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organization. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
DUTIES : Administer leave utilisation and termination of services. Administering the process of service benefits. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/230 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT AND BURSARIES REF NO: C6/26/9**
Directorate: Human Resources Management and Development

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Human Resource Development / Human Resource Management / Public Administration / Public Administration or equivalent as recognised by SAQA. Minimum of three (3) years of experience within Human Resources Management, of which two (2) year must be at supervisory level (Personnel Practitioner). Valid driver's license (with exception of person(s) with disability. Skills And Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organisation. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
DUTIES : Participate and contribute to policy development and strategic and operational planning. Develop and co-ordinate skills development plans. Administration of bursaries, internship and learnership programme. Manage and utilise resource (financial, human and physical) in accordance with relevant directives and legislation.
ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/231 : **ASSISTANT DIRECTOR: PRODUCT DEVELOPMENT REF NO: C6/26/10**
Directorate: Commercial Development

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Tourism / Marketing/ Hospitality/ Business Management / Project management or equivalent commerce related qualification as recognised by SAQA. Minimum of three (3) years' working experience in Tourism / Marketing / Hospitality/ Business Management / Project management fields, of which two (2) years must be in supervisory position. No criminal record. Valid driver's license (with the exception of persons with disability). Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines and environmental legislation. Analytical skills. Knowledge and experience in preparing and interpreting feasibility studies. Expertise and experience in tourism planning and management.

Conflict management and problem solving. Client orientation and customer focus. Research. Negotiation skills. Report writing. Project management. Communication skills (verbal and written). Customer Relationship Management. People Management. Leadership Skills. Stakeholder Management.

DUTIES : Develop framework to guide commercial development in each reserve. Develop commercial development strategies with clear and practical revenue potentials for each reserve. Develop commercial master plans as part of integrated reserve management plan for each reserve in line with Municipal IDP's. Conduct eco-tourism business analysis (feasibilities) and market trends within eco-tourism industry. Prepare commercialization procurement documentation in accordance with best industry practice and in compliance with public sector procurement legislation, policies and guidelines. Preparation of CPPP draft agreements. Maintain close liaison with Government Technical Advisory Centre (GTAC) Include mechanisms in the draft agreements to measure performance of each concession. Develop the necessary investor communication and mobilization. Provide technical support and professional management of the entire procurement process as well as the quality and integrity thereof. Research and profile products and their commercial attributes in each reserve. Research and develop tourism activities and facilities in the reserves. Develop products packages and pricing strategies to enhance revenue. Manage, analyze concession performance and beneficiation. Conduct and facilitate commercial resources use in relevant reserves. Facilitate the participation of affected stakeholders in all planned projects to ensure project sustainability. Contribute to the development of infrastructure necessary to implement the integrated master plan for each reserve.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/232 : **SENIOR RESORT OFFICER REF NO: C6/26/11**
Directorate: Provincial Protected Areas Management

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Masebe Nature Reserve
REQUIREMENTS : Grade 12 plus an NQF level 6 or National diploma in hospitality/ Tourism and Eco-tourism Management. Degree/ BTech in Hospitality/ Tourism and Eco-tourism will be an added advantage. Minimum of five (5) years' experience in Hospitality/Tourism and Eco Tourism Management of which two (2) years must be supervisory experience in hospitality/ tourism industry. Applicants must be physically fit with No criminal record. Must in possession of a valid driver's license with valid PDP. Skills And Knowledge: Problem solving and analysis, client orientation, customer focus and demonstrate communication skills. Knowledge and understanding of relevant legislations affecting consumers and South Africa. Customer care. Presentation skills. Report writing. Communication skills. Negotiation skills. Administrative management. Planning and organization. Analytical thinking. Interviewing skills. Attention to detail. Public speaking skills. Computer literacy. Delegation. Interpretation skills. Project management skills. Facilitation skills.

DUTIES : Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Maintain the highest possible standard in relation to guests, staff, business associates, and professional contacts. Directs, organises, and controls the efforts of all personnel to operate in accordance with these objectives, ensuring the delivery of service is the primary focus. Ensure that the Resort complies with and adheres to all statutory law's regulations. Responsible for maximising the sales potential of the Resort through the Marketing Plan and utilising all the facilities available through the LWR system. Implementing corporate objectives in sales, standards, and profitability by demonstrating one's commitment to the financial, marketing and quality plans. The successful candidate will be responsible for management of the resort, for the day-to-day operations of the resort.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/233 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C6/26/13**
(Environmental Governance & Municipal Support)
Directorate: Environmental Empowerment Services

SALARY : R357 597 – R395 352 per annum, (OSD)
CENTRE : Waterberg District: Modimolle

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' working experience in the Environmental Services field. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process and legislations. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organising skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.

DUTIES : Develop and manage the implementation of environmental capacity building programmes. Facilitate multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Environmental Branch in the district environmental management multi stakeholders forum. Manage and facilitate formation and functioning of environmental stakeholder forum in the district. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/234 : **NETWORK CONTROLLER REF NO: C6/26/14 (X2 POSTS)**
Directorate: Information Technology Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Vhembe District
Waterberg District Office: Modimolle

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Information Technology or equivalent as recognised by SAQA. Appropriate training in Computer networking. A+ and N+ or MCSE. Minimum of one (1) to two (2) years' working experience in Information Technology field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Microsoft programmes. Networking concepts. Compilation/writing of reports. Information security. Procurement procedures. Configuring and troubleshooting the desktop environment. Third party software. Troubleshooting network printers and shares. Communication. Decision making. Team building. Policy formulization. Conflict management and problem solving. Adaptability. Administrative. Management. Planning and organisation.

DUTIES : Manage local area network cabling projects and maintenance and repairs of network points. Rectification of faults (WAN) by liaison with the external stakeholder, i.e. SITA. Provide first level support of transversal systems. Manage and maintain repairs of hardware. Update and upgrade machines with the latest software. Assist with the compilation of software and hardware specifications where required to manage and create user profiles on the network. To manage the software update and antivirus server. Maintenance of physical components, file server setup and management. Assist in the formulation of technical support operating policies about emergency action, back-up, data protection and management reports. Timeous rectification of faults by liaison with users, colleagues and external IT service providers. Planning and implementation of new installations. Operate helpdesk and ensure maximum productivity by speedy, accurate and early response to user problems. Provide feedback to colleagues and users on regular basis with regard to technical problem solving, customer needs, environmental problems and resources Liaise with the service providers in respect of new technologies and upgrades. Keep and maintain records and statistics of hardware and support information, network infrastructure, user location hardware, software and media. Registering and keeping record of all problem analysis and rectification transactions.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/235 : **PERSONAL ASSISTANT REF NO: C6/26/15**
Chief Directorate: Financial Management

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	Grade 12 plus an NQF 6 qualification in Office Administration / Public Management / Management Assistant or equivalent as recognized by SAQA. A Bachelor's degree will be an added advantage. Minimum of one (1) to two (2) years' experience providing support to SMS/Executive Management. Experience in diary management, travel coordination, and secretarial services. Exposure to basic financial administration and procurement processes. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Basic knowledge of PFMA, Treasury Regulations, and DPSA prescripts. Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Excellent communication skills (verbal and written). High-level organisational and time management skills. Ability to handle confidential information with discretion. Professionalism, courtesy, and strong interpersonal skills.
DUTIES	:	Manage the CFO's diary, schedule appointments, and coordinate engagements. Handle correspondence, prepare briefing notes, and draft official documents. Ensure effective flow of information and documents to and from the CFO's office. Organise meetings, prepare agendas, take minutes, and follow up on decisions. Coordinate travel arrangements, logistics, and event planning for the CFO. Maintain safekeeping of all documentation in line with legislation and policies. Collect, collate, and coordinate documents related to the CFO's unit budget. Assist the CFO's unit in determining funding requirements for MTEF submissions. Keep records of expenditure commitments, monitor expenditure, and alert the CFO of possible over/under spending. Check and correlate BAS/financial system reports to ensure expenditure is correctly allocated. Draft memos for shifting of funds (movement of funds between budget items) for CFO's review. Compare MTEF allocations with requested budgets and inform the CFO of variances. Handle procurement of standard items (stationery, refreshments, etc.) for the CFO's office. Obtain necessary signatures on procurement advices and salary reports. Coordinate logistical arrangements for CFO's meetings, workshops, and official events. Collect, analyse, and compile information requested by the CFO. Prepare briefing notes and meeting packs for CFO engagements. Record minutes/decisions of CFO meetings and follow up on progress.
ENQUIRIES	:	Ms. WA Klaassen Tel No: (015) 293 8691
POST 31/236	:	**PERSONAL ASSISTANT REF NO: C6/26/16** Chief Directorate: Corporate Services
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Head Office: Polokwane
REQUIREMENTS	:	Grade 12 plus an NQF 6 qualification in Office Administration / Public Management / Management Assistant or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' experience in rendering support. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of variety of work ranges and procedures such as: Finance, Human Resource matters. Planning and organizing. Computer Literacy. Technical/standards/procedures. Knowledge of policies. Ability to interpret and apply policy. Analytical and innovation. Ability to operate computer. Organizing. Adaptability during changes to meet the goals. Customer relation. Telephone Etiquette. Communication Skills (Verbal and Written)
DUTIES	:	Manage and maintain the Chief Director's diary, appointments, and travel arrangements and official engagements. Arrange and coordinate meetings through preparation of the meeting agendas, take minutes, and ensure follow-up on action items. Prepare briefing notes, presentations, and reports for meetings. Screen calls, emails, correspondence and ensure timeous responses Ensure compliance with office protocols and Public Service Regulations. Ensures the effective flow of information and documents to and from the office of the Chief Director. Responds to enquiries received from internal and external stakeholders. Manage office supplies and ensure resource availability. Compile monthly/quarterly reports for the Chief Director. Collects and coordinates all the documents that relate to the Chief Director's budget. Assists Chief Director in determining funding requirements for the purpose of submissions to relevant authority. Keep records of expenditure commitments, monitors expenditure and alerts Chief Director of possible over and under spending. Checks and correlates BAS reports to ensure that

expenditure is allocated correctly. Draft memos for shifting of funds (movement of funds between budget items) for Chief Director's review. Ensure that every document, memo, or request processed in the office aligns with the legal and procedural framework of the public service. Ensure effective flow of information within the directorate. Ensure confidentiality, accuracy, and professionalism in all tasks. Ensure deadlines and procedural timelines are respected and complied with.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/237 : **PERSONAL ASSISTANT REF NO: C6/26/17**
Chief Directorate: Trade and Sector Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Personal Assistant / Secretarial / Office Management / Public Administration / Management Assistant or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' working experience in the following: rendering support to the Executive Management, in minutes taking, in managing traveling arrangements, namely: developing travelling itineraries, arranging flights and accommodation. Two (2) years' experience in electronic calendar management, in Microsoft Office Suite; namely: Outlook and Excel and in other relevant software, namely: Zoom and MS Teams. Skills and Knowledge: Basic knowledge of the relevant legislation/policies / prescripts, and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.
DUTIES : Receive and screening phone calls, emails and drafting professional correspondence. Responds to enquiries received from internal and external stakeholders. Acting as the primary point of contact, greeting visitors, and directing inquiries to the appropriate Directorates, Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Ensures the safekeeping of all documentation in the office by organising and maintaining secure digital and physical filing systems for easy retrieval. Preparations and proofreading of submissions, and collating reports, memos, and presentation materials. Collects, analyses and collates information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Coordinating meeting schedules, booking appointments, and resolving scheduling conflicts for the Chief Director. Coordinates logistical arrangements for the meetings, which entail preparing agendas, booking meeting rooms, arranging catering, and taking accurate meeting minutes/decisions and communicates to relevant role-players. Follows up on progress made. Organises travel itineraries, books flights, and arranges corporate accommodation. Manages the leave register submissions for the unit. Ordering and managing office supplies, stationery, equipment and refreshments to prevent shortages. Keeps record of expenditure commitments and monitor BAS report to ensure efficient financial management. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director.
ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/238 : **FINANCIAL ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: C6/26/18**
Directorate: Supply Chain and Assets Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Inventory/ Economics / Public Management/ Internal Auditing as recognised by SAQA. A Minimum of 1 - 2 years' experience in a Supply Chain Management environment. Drivers' license, except for people with disability. Experience in LOGIS and CSD functionality systems will be an added advantage. Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), The Constitution of the Republic of South Africa, Communication skills (verbal & written, be able to work in high pressure environment and Batho Phele Principles knowledge, Ability to accept responsibility and to work independently and ability to work under pressure.

DUTIES : Processing of quotations for goods and services: Request quotation for goods and services, Source quotations from Preferential Service Providers listed on CSD and compliance on tax issues. Processing of requisitions for procurement: Check if the requisitions for purchase was signed by Responsibility Manager, ensure that required goods and services are included in Procurement Plan. Check if the availability of the budget was confirmed by the relevant programme manager. Compile Comparative schedule and evaluation report for consideration by the bid committees. Administration of bids: Prepare bid documentation for advertising. Assist in compiling bid documents in line with standard bid document requirement. Ensure that the bid documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the bid documentation as required. Distribute the draft bid advert template to the line manager for verification. Submit advert for placement in the e-tender portal and website where necessary for the required period. Monitor validities of closed bids. Provide admin support in the coordination and execution of the bidding process. Render secretariat services to the Bid Committee. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organise logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Record and compile meeting minutes. Prepare evaluation reports. Attend to queries on bids administration phase. Receive and analyse all submissions to SCM committees.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/239 : **ACCOUNTING CLERK REF NO: C6/26/19**
Directorate: Financial Accounting Services

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 qualification with Accounting as a subject or equivalent as recognised by SAQA. An NQF 6 qualification in Financial Management/Accounting/Cost Management Accounting/Economics will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy Valid driver's license (with exception of persons with disability). Skills And Knowledge: Basic understanding of Public Sector Financial Administration and the prescription / Provision of PFMA and Treasury Regulations. Basic understanding of LOGIS, BAS and PERSAL. Communication skills and interpersonal relations. Ability to accept responsibility and to work independently. Ability to work under pressure.

DUTIES : Receive and record all Invoices and claims in the claims/invoices register. Reconcile and verify all claims/Suppliers Invoices received before payments. Capture LOGIS, BAS and PERSAL payments. Ensure that all payments are processed within prescribed timelines. Clear all salary related suspense accounts. Clear all PERSAL exceptions on daily basis. Reconcile payroll and key accounts on monthly basis. Prepare accruals and payables. Administer payment stubs. Ensure readiness of documents for audit purposes. Perform filling of all documents in the section.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/240 : **FIELD RANGER REF NO: C6/26/20 (X2 POSTS)**
Directorate: Provincial Protected Areas Management

SALARY : R201 093 – R236 877 per annum (Level 04)

CENTRE : Nzhelele Nature Reserve

REQUIREMENTS : Grade 12 qualification or equivalent as recognised by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programmes will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. Experience in conservation management programs will be an added advantage. Skills And Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.

DUTIES : Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programmes (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/241 : **FIELD RANGER REF NO: C6/26/21 (X2 POSTS)**
Directorate: Wildlife Resources Management

SALARY : R201 093 – R236 877 per annum (Level 04)

CENTRE : Thabazimbi Service Centre (Waterberg District)
Lephalale Service Centre (Waterberg District)

REQUIREMENTS : Grade 12 qualification as recognised by SAQA. Game ranging certificate. Valid Firearm competency certificate (handgun, rifle, shotgun). A valid driver's license (except people with disabilities). An NQF 6 qualification in Nature Conservation will be an added advantage. An EMI certificate will be an added advantage. Skills And Knowledge: Knowledge of Tracking and firearm handling. Report writing skills. Verbal and written communication skills. Be able to work irregular hours (weekends, public holidays). Be able to travel as and when required.

DUTIES : Management of damage causing animals. Assist in gathering relevant and accurate information regarding damage causing animals complaints. Processing of damage causing animals' carcasses. Conduct field patrols and observation posts. Regulate the wildlife resources industry. Monitoring of hunting related activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional hunters and Hunting outfitters are involved. Regulate and monitor the game translocation industry. Monitor game reduction processes in protected areas managed by Provincial Protected Areas Management.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/242 : **GUEST SERVICES ASSISTANT REF NO: C6/26/22**
Directorate: Provincial Protected Areas Management

SALARY : R201 093 – R236 877 per annum (Level 04)

CENTRE : Nylsvlei Nature Reserve

REQUIREMENTS : Grade 12 qualification as recognised by SAQA. National Diploma in Travel and Tourism, Diploma Eco tourism, Diploma Tourism Management and Diploma Hospitality management (B-tech will be an added advantage). Computer certificate will be an added advantage. Two (2) years Tourism/ hospitality services experience will be an added advantage. Skills and Knowledge: Strong knowledge of hospitality services operations. Ability to supervise a team. Ability to work under sustained pressure. Computer literacy. Excellent communication and people skills. Willingness to work long extraordinary hours. Strong knowledge of hospitality operations. Well-presented and guest focused. Excellent communication and people skills. Conflict resolution, proactivity, and

hospitality experience. Strong organizational and time management skills, with the ability to thrive in a challenging environment. Computer Skills.

DUTIES : Manage check in and check out processes efficiently. Assist guests with reservations and activity bookings. Handle guest requests and resolve any issues promptly. Maintain accurate guest billing and records. Ensure reception and public areas are always guest ready. Coordinate with all departments to deliver exceptional service. Monitor guest satisfaction and follow up on feedback. Manage telephone calls and keep record. Facilitate readiness of the resort facilities. Coordinate housekeeping and maintenance team. Supervise hospitality staff. Compile reports. Collect revenue. Provide accurate information about the resort activities. Front office management.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/243 : **CLEANER REF NO: C6/26/23**
Directorate: Provincial Protected Areas Management

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Nylsvlei Nature Reserve
REQUIREMENTS : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognised by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.

DUTIES : Cleaning of offices, reception area, corridors, boardrooms, kitchen, restrooms, equipment, state property, and assets daily. Provide routine general work and compliance services. Clean other facilities in the reserve to the highest standards. Keep and maintain cleaning materials and equipment. Empty dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Report safety and hazard threats in the environment. Remove and store waste in a designated area. Assist in keeping the grounds, terrace room, front and back of facilities clean and organised. Report any maintenance work or issues, damages, or missing items to supervisor promptly. Check bathrooms cleanliness regularly. Request and replace toilet papers and hand soap. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance with the preparations of meetings in boardrooms. Request and manage cleaning materials and equipment.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/244 : **ROOM ATTENDANT REF NO: C6/26/24 (X3 POSTS)**
Directorate: Provincial Protected Areas Management

SALARY : R144 024 – R169 656.per annum (Level 02)
CENTRE : Nylsvlei Nature Reserve (X2 Posts)
Masebe Nature Reserve
REQUIREMENTS : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills And Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and address their needs according to job resources. Flexibility in working hours, including weekends and holidays. Room attendants need to manage the time effectively. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instruction. Ability to work effectively as a part of a team. Ability to adjust to different situations, such as managing unexpected requests or dealing with difficult guest. Be physical fit to perform tasks like lifting, carrying, and moving heavy items. Work under extreme weather conditions (cold and hot). Be cheerful, outlook, initiative-taking, attitude to contribute to a more enjoyable and efficient work environment. People skills. Ability to organise. Integrity. Professionalism. Service Orientation. Decision-making ability. Delivering results and meeting standards and expectations. Ability to manage Conflict. Be self-motivations. Innovation.

DUTIES	:	Cleaning tourism facilities, ensuring that guests rooms are thoroughly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery, and cutlery. Housekeeping services- remove, wash, iron, pack, and store linen properly. Guest suppliers are provided and regularly cleaned. Cleaning public areas- all tourists' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities.
ENQUIRIES	:	Ms. WA Klaassen Tel No: (015) 293 8691
POST 31/245	:	**WAITRON REF NO: C6/26/25** Directorate: Provincial Protected Areas Management
SALARY	:	R144 024 – R169 656 per annum (Level 02)
CENTRE	:	Nylsvlei Nature Reserve
REQUIREMENTS	:	Grade 12 qualification as recognised by SAQA. Certificate in food and beverage management will be an added advantage. One (1) to two (2) years' experience in Food and Beverages will be an added advantage. Skills And Knowledge: Ability to multitask in high pressure environments. Communication and active listening skills. Professional client-driven attitude. Customer service. Ability to accurately remember orders. Ability to interpret and apply policy. Ability to operate computer. Financial Management. Adaptability during changes to meet the goals. Customer relations. Telephone Etiquette. Communication Skills (Verbal and Written)
DUTIES	:	Setting up tables and ensuring that dining tables are clean and correctly arranged. Stock service station with condiments, menus, and glassware. Review daily specials and understand the menu to make recommendations to guests. Welcoming, greeting and seating guests. Accurately taking and relaying food and drink orders. Deliver orders promptly. Ensure exceptional dining experience. Checking on guests' satisfaction. Processing payments. Clearing tables and cleaning dishes. Cleaning the dining area and restocking supplies. Cleaning dining facilities. Assist with meal preparations.
ENQUIRIES	:	Ms. WA Klaassen Tel No: (015) 293 8691

ANNEXURE W

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
The Mpumalanga Department of Agricultural, Rural Development, Land & Environmental Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

APPLICATIONS : Applications must be submitted online through the link: https://erecruitment.mpg.gov.za

CLOSING DATE : 11 September 2026

NOTE : A recent comprehensive CV, ID and contactable references (telephone numbers and email addresses must be indicated). Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, 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). Only shortlisted candidates will be required to submit certified documents. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Emailed applications will not be considered. 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 will be an integrity (ethical conduct) assessment. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determine by the Department. The first two recommended candidates for Deputy Directors posts will be subjected to competency 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. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment. Failure to comply with the above instructions will result in your application being disqualified. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The successful candidate will be appointed subject to positive results of the security clearance process. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 31/246 : **DIRECTOR: ENVIRONMENTAL COMPLIANCE & ENFORCEMENT SERVICES REF NO: DARDLEA/2026/08/01**
Chief Directorate: Environmental Quality Management and Regulatory Compliance Services

SALARY : R1 317 384 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : A Bachelor's Degree at (NQF 7) qualification in law (LLB) / Environmental Management / Environmental law / with vast knowledge in compliance or regulatory studies. A minimum of five (5) years' experience at Middle/Senior managerial level within the compliance and enforcement field. A Nyukela Public Service SMS Pre-entry certificate (submitted prior appointment). Designation as Environmental Management Inspector (EMI), Master's Degree qualification would be added advantage. Skills And Competences: ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the legal framework on National Environmental Management Act, Waste Air Quality, Biodiversity and Areas Protected Act including the Regulations associated with the legislation. In

addition, have knowledge and understanding on the Public Finance Management Act (PFMA), Public Service Act and any other related legislations and a valid driver's license.

DUTIES : Provide strategic direction in the development and implementation of compliance monitoring and enforcement policy, strategies, norms, regulations, standard operating procedure on environmental legal framework. Oversee compliance monitoring and enforcement of all environmental authorisation and license conditions. Provide advice and support on criminal and administrative litigation. Initiate prosecution against non-compliance through administrative enforcement. Provision of business planning and general management for the directorate. Provide guidance in the planning of inspections and audits. Oversee the implementation of monitoring activities and verifications of reports. Develop a business and action plan for the directorate. Develop and implement a service delivery improvement programme for the Directorate. Manage and ensure development of human resources. Control and monitor expenditure of the directorate.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/247 : **DIRECTOR: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: DARDLEA/2026/08/02**
Chief Directorate: Planning, Policy and Climate Change Services

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : A Bachelor's Degree at (NQF 7) qualification in Environmental Science / Social Ecology, Environmental Management or relevant qualification on within the related field as recognised by SAQA. Must have. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. A Nyukela Public Service SMS Pre-entry certificate (submitted prior appointment). Demonstrated management experience in public environmental awareness and education services. Proven ability to draft policies, develop plans, and implement appropriate environmental empowerment programmes and projects to empower disadvantaged communities in terms of environmental sustainability and creation of work opportunities. Skills And Competencies: Knowledge of the policy framework for environmental empowerment and capacity building services, as well as the appropriate Public Services Regulatory Framework (Public Service Act, Public services Regulations Act and Public Finance Management Act), National Environmental Management Act, and Climate Change Act. Knowledge and understanding of the policy and environmental legislative framework governing environmental empowerment services, and public sector prescripts (PSA, PAJA, PFMA and PAIA). Skills in policy drafting, report writing, good interpersonal relations, and strong communications abilities. Analytical thinking, project management, and advanced computer skills. Ability to work both independently and in a multi-disciplinary team, and work under pressure. Excellent time management and discipline in meeting deadlines. Willingness to travel and ability to work efficiently and effectively under pressure, as well as leadership, monitoring, and evaluation skills. Competence in project administration, and have innovative, and creative skills in environmental education policies execution, guidelines, norms and standards. Advance skills in Microsoft Office Programmes (Excel, Word and PowerPoint). A valid driver's license.

DUTIES : Oversee the provision of environmental empowerment services, develop and implement provincial policies, plans and strategies to empower the public. Provide support to local municipalities in developing waste plans and guidelines aligned to provincial policies and plans. Promote the participation of schools, community groups, stakeholders, and municipalities in environmental empowerment services. Manage the implementation of awareness raising and capacity building services in the province. Undertake and promote appropriate environmental empowerment research, materials development for awareness and education. Empower disadvantaged communities by means of developing appropriate programmes and projects focusing on poverty alleviation and creation of work opportunities in environmental sustainability. Oversee stakeholder relationships, establish and maintain internal controls, and reporting systems to meet directorate performance targets. Provide credible directorate reports as per schedule of reporting, (monthly, quarterly and annual reports) on financial and non-financial performance of the directorate.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/248 : **DIRECTOR: GERT SIBANDE DISTRICT SERVICES REF NO: DARDLEA/2026/08/03**
Directorate: Gert Sibande District Services

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : Gert Sibande District
REQUIREMENTS : An undergraduate qualification or Bachelor's Degree (NQF 7) in Agriculture/ Agricultural economics/ agricultural extension, coupled with A minimum of Must have. A minimum of five (5) years' experience at Middle / Senior managerial level within the related field. A Nyukela Public Service SMS Pre-entry certificate (submitted prior appointment). Skills And Competencies: Knowledge of extension methodologies and land reform. Sound knowledge of PFM and PSR, PSA, LRA. Knowledge of project management, change management, strategic planning, report writing, facilitation, coordination planning and organizing, diversity management. Computer literacy, good communication skills (written and verbal). Good agri-business skills and leadership. Good networking skills with different stakeholders. A valid driver's license.
DUTIES : Oversee overall management of the district agricultural services and its activities in the municipalities. Human resource management and development. Operational and financial management (supply chain management, budget, expenditure and financial reviews in the district). Manage agricultural developments and provide support service to IDP/ LED planning environment of the municipalities. Implementing the land and agrarian reform programme. Providing support and guidance in compiling business plans of projects funded through conditional grants. Compiling district reports. Participate in the Department's strategic planning and performance reviews. Advice stakeholders on agricultural production and related matters. Advice farmers on the optimal land use practices. Promote, monitor and evaluate agricultural developments. Promote adoption of new technologies and best practices. Promote the uplifting of rural peasant households. Implement comprehensive farmer support programmes. Coordinate the planning and implementation of natural resource management projects. Coordinate the planning and implementation poverty alleviation, household food security programmes and job creation projects. Provide appropriate advisory support to develop and strengthen the capacity of the farmers. Oversee and manage projects. Implement the extension and advisory and recovery plan. Ensure that farmers participate in disaster and risk management programmes. Oversee the farmer's organisation for effective service delivery.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/249 : **DIRECTOR: ANIMAL RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: DARDLEA/2026/08/04**
Chief Directorate: Research, Training and Capacity Building Services

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / Post Graduate Degree in Animal Science or Animal Production at (NQF 7) as recognised by South African Qualifications Authority (SAQA). An Honours/MSc Degree specializing in Animal Science/production will be an added advantage. A Nyukela Public Service SMS Pre-entry certificate (submitted prior appointment). Must have. A minimum of five (5) years' experience at Middle/Senior managerial level within animal research and technology development services. Skills And Competencies: Strategic capability, leadership and management skills. Programme and project management, financial management, service delivery and innovation, problem-solving, analysis and change management. Must have facilitation and coordination skills. Must have a good understanding of agricultural sector development. Knowledge and application of the Public Finance Management Act, Public Service Act, Public Service Regulations Treasury Regulations, Public Private Partnership and other relevant prescripts. Must have good verbal and written commination skills to facilitate various collaborations with a variety of stakeholders. Knowledge of project management, strategic planning, report writing, facilitation, coordination,

planning and organising, diversity management and group dynamics. Knowledge of policy analysis and development. Good communication skills (written and verbal including scientific/technical report writing) and analytical skills. Having published in scientific media will be an added advantage. Computer literacy (MS Word, MS Excel and MS PowerPoint). A valid driver's license.

DUTIES : The successful candidate will be reporting to the Chief Director: Research, Training and Capacity Building Services. He/she will be responsible to provide strategic leadership and management of the Research Directorate. Develop Research policies, strategies, processes and systems which will promote improved productivity in the province. To enhance productivity through developing appropriate animal production systems and recommending optimum production practices by producers. Oversee collaborations and partnerships with research institutions, industries, commodity organisations, and academic institutions on research matters. Lead the publication and dissemination of research information and technologies. Ensure the participation of the department on research forums Provincial, National and International. Establish and maintain functional relationship with the farmer support services in the Districts and Local Municipalities. Ensure the implementation of national mandates pertaining to Animal Research. Oversee the Development and coordination of strategic, annual and operational planning processes of the Directorate. Oversee the development and implementation of the Service Delivery Improvement Plan in the Directorate. Oversee the process of developing internal policies, systems, frameworks and guidelines in line with national policy guidelines /directives for all the functional areas of the post. Oversee effective human resources and financial management. Oversee compliance with Public Service prescripts, departmental policies as well as norms and standards for managing research and agricultural training.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

POST 31/250 : **DEPUTY DIRECTOR: AGRI-MARKET SERVICES REF NO: DARDLEA/2026/08/05**
Directorate: Agricultural Economics Services

SALARY : R1 101 481 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : A four years' Bachelors' Degree in Agricultural Economics or Agribusiness or relevant at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). A post graduate degree in agricultural economics will be an added advantage. A minimum of 5 years' relevant experience at junior management (Assistant Director) level. A valid driver's licence. Skills And Competencies: Knowledge and understanding on Financial Management legislation frameworks, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Sound knowledge of the Marketing of Agricultural Products Act (Act No. 47 of 1996), Agri BEE / B-BBEE Codes, and national agricultural marketing policy directives; Knowledge of food safety, quality, and grading standards (SAGAP, HACCP, Global GAP, etc.) and Familiarity with statutory measures, industry trusts, and market information systems (e.g., MIS/SAGIS). Deep understanding of the Intergrated Marketing Strategy. Report writing and good presentation skills. Ability to liaise and create relationships with stakeholders. Understand and implement Batho Pele principles. People and diversity management. Good communication skills both verbal and written. Stakeholder and client liaison, innovative and creative. Ability to work in a team and independently. Ability to operate Microsoft Office effectively (MS Word, MS Excel and MS Power Point). Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.

DUTIES : Successful candidates will be reporting to the Director and be responsible for: Monitor and manage inter-institutional mechanisms to manage agricultural marketing issues and operational synergies with the Mpumalanga International Food Market, manage market access mechanisms and supply agreements connecting local smallholder farmers, agribusinesses, and commodity groups directly to the market. Drive initiatives that link smallholder and emerging

farmers with markets and government procurement channels. Identify agricultural market infrastructure gaps and coordinate investment in shared marketing infrastructure, agri-hubs, cold storage and handling facilities. Implement agro-logisticts strategies to resolve rural freight transport challenges and ensure efficient product supply chains. Manage the provincial expansion and management of the Agricultural Marketing Information System (MIS) utilising modern digital, SMS, media and display channels. Monitor regular compilation and dissemination of commodity marketing profiles, price trends and demand-driven market intelligence to local producers. Coordinate funding opportunities through DFIs, and internal support schemes like the CASP marketing pillar, Agrofund and AgriBEE Fund. Develop policies, strategies and implementation of the integrated marketing strategy. Foster partnerships with Development Finance Institutions (DFIs), private sector and NGOs to fund agribusinesses; Develop and manage the operational plan of the sub-directorate. Compile and submit all requires administrative report and monitor continuous capacity and marketing skills development.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/251 : **DEPUTY DIRECTOR: MISCONDUCT SERVICES REF NO: DARDLEA/2026/08/06**
Directorate: Labour Relations Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Advanced Diploma / Bachelor's Degree (NQF 7) qualification in Labour Relations / Human Resource Management specializing in Labour Relations / Employment Relations / related qualification. LLB qualification will be an added advantage. A minimum of 3 years' experience at Assistant Director level in Labour Relations. Skills And Competencies: In-depth knowledge and understanding of the legislative and regulatory framework governing labour relations and discipline in the Public. Service, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act, Public Service Regulations, Public, Finance Management Act, applicable collective agreements, disciplinary codes and procedures, grievance procedures, protected-disclosure requirements and relevant DPSA directives and prescripts. Strong knowledge of misconduct investigation methodology, evidence gathering and assessment, procedural and substantive fairness, drafting of investigation reports and charge sheets, disciplinary hearing processes, precautionary suspension, dispute resolution and case management. Excellent legal and policy research, analytical reasoning, report writing, verbal and written communication, interviewing, negotiation, conflict management, facilitation and presentation skills. Ability to analyse documentary, testimonial and electronic evidence; maintain accurate case records; manage multiple matters within prescribed timeframes; engage senior managers, organised labour, witnesses and external legal representatives; exercise sound judgement, confidentiality and professional independence; work under pressure; lead and supervise staff; and use Microsoft Office applications effectively. A valid driver's license.
DUTIES : Provide expect advice to Line Managers regarding grievances, disputes and misconduct cases. Represent the employer at conciliation and arbitration. Conduct training (formal and informal). Manage and coordinate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Develop, review and maintain labour relations policies and procedures. Monitor the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant role-players, including presiding officers and departmental representatives. Give support and render expect advice regarding policies, requirements and prescripts to all stakeholders. Compile statistics and reports on Labour Relations matters. Monitor if Labour Relations matters are attended to by appointed officials within stipulated time frame. Participate in labour relations fora and related statutory bodies. Manage logistical and administrative support to State Attorney. Manage resources in the sub-directorate.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/252 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES (RECRUITMENT) REF NO: DARDLEA/2026/08/07**
Directorate: Human Resource Management and Development

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Advanced Diploma/Bachelor's Degree (NQF Level 7) in Human Resources Management / Human Resource Development / Labour Relations, Public Management qualification. Minimum of 3 years' experience as an Assistant Director in a Human Resource Management environment. PERSAL Personnel, PERSAL Establishment, PERSAL Movement Administration, PERSAL Appointments. Skills And Competencies: Knowledge and experience in recruitment and selection. A valid driver's licence. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving ability. A valid driver's License.
DUTIES : Manage Implementation of Recruitment, Selection and Appointment Process. Develop and monitor implementation of Annual Recruitment Plan. Manage Implementation of Transfers, Translation and Secondments. Monitor and report on transfers of employees from other departments. Monitor and report on secondment of employees. Report on acting appointments of departmental employees. Management Development and Reviewal Recruitment Policies, Strategies & Procedures. Develop long-term strategies to address employee turnover. Present policy to stakeholders for input. Manage awareness campaigns on developed and reviewed policy and strategies. Monitor and evaluate the effectiveness and implementation of the retention strategies or techniques of the department. Manage Implementation of Pay Progression and Grade progression. Monitor Payments of Pay progression and Grade progression. Request HR status report. Managing area of responsibility. Maintain high standards by ensuring that the team section produces excellent work in terms of quality and timelines. Resolve problems of motivation and control with minimum guidance from the Director. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Manage development & implementation of work plans for all subordinates.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/253 : **DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROLS REF NO: DARDLEA/2026/08/08**
Directorate: Management Accounting Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / Advanced Diploma qualification in Internal Control / Accounting / Auditing or any related fields. Minimum of 3 years' experience at Assistant Director level in finance. Skills And Competencies: Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Excellent supervisory and operational management skills. Good interpersonal relations and written & verbal communication skills. The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Leadership, communication, financial management, planning and execution skills. Knowledge and experience on BAS. Knowledge of LOGIS and PERSAL will be an advantage. A valid driver's license.
DUTIES : The successful candidate will be responsible for implementing Internal Control and Compliance functions within the department. Facilitate identifying, recording, investigation, reporting and appropriate disclosures of Fruitless &

Wasteful Expenditure, Irregular Expenditure, Unauthorised expenditure and Losses & damages in accordance with National Treasury prescripts and frameworks. Developing and monitoring compliance to financial delegations, financial policies and procedures. Review internal and external audit reports/audit findings. Identify internal control weaknesses, recommend mitigations and monitor implementation of mitigation plans. Manage development of audit action plans and monitoring implementation of audit action plans across the department.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/254 : **DEPUTY DIRECTOR: PRODUCTION AND PUBLICATION REF NO: DARDLEA/2026/08/09**
Directorate: Communications Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 and a recognised Bachelor's Degree / Advanced National Diploma (NQF7) qualification in Communications Studies / in Graphic Design / Audio-Visual Production / Media Studies / or related field, with a minimum 3 years' experience at Assistant Director level. Skills And Competencies: Knowledge and experience in Communications, publication and / or information services. A portfolio of previous publications will be an added advantage. Knowledge of design software, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite InDesign, Corel Draw, and Microsoft Office. Good Communication with excellent organizational and writing skills and ability to interact at high profile levels. The ability to work under pressure and willingness to work long hours. Skills And Competencies: Planning and organizing. Financial management. Change management. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Communications. A valid driver's license.
DUTIES : The successful candidate will be responsible to monitor the production of the external provincial government publication. Manage the production of the internal staff bulletin. Manage proof reading and editing services for documents and publications. Manage the design of corporate materials for the Department. Manage the audio-visual services for the Department. Manage human and financial resources of the Production and Publication Unit.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/255 : **DEPUTY DIRECTOR: AGRICULTURAL LAND CARE AND CONSERVATION SERVICES REF NO: DARDLEA/2026/08/10**
Directorate: Sustainable Resource Management Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised NQF Level 7 qualification in Agriculture, Natural Resource Management, Land-Use Planning, Environmental Management, or related field. A minimum of five (5) years' relevant experience in Land Care or Sustainable Natural Resource Management, of which three (3) years must be at Assistant Director level. Skills And Competencies: Sound and in-depth knowledge of the legislative and regulatory framework governing the Public Service, including the Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act (PFMA), Conservation of Agricultural Resources Act (CARA), Preservation and Development of Agricultural Land Act (PDALA), National Environmental Management Act (NEMA), and other legislation relevant to the implementation of the LandCare Programme. Sound knowledge of sustainable agricultural resource management, environmental conservation, land rehabilitation, government planning, monitoring and evaluation, and project and financial management. Ability to interpret and implement legislation, policies and strategic frameworks relating to LandCare and natural resource management. Honesty and integrity. Strong competencies in strategic planning, programme and project management, financial and people management, policy analysis and implementation, stakeholder engagement, coordination, analytical thinking and

problem-solving. Good communication, facilitation, negotiation, report writing, verbal and written communication, leadership, organisational, time management, ability to work under pressure, interpersonal and computer skills.

DUTIES : Manage and oversee the implementation of the LandCare Programme. Manage and monitor sustainable agricultural resource management initiatives, including soil conservation, land rehabilitation and climate-smart conservation agriculture practices. Manage integrated land use planning in accordance with the Conservation of Agricultural Resources Act (CARA), the Preservation and Development of Agricultural Land Act (PDALA) and other applicable legislation. Manage implementation and reporting of the Expanded Public Works Programme within the LandCare Programme in compliance with applicable EPWP policies, guidelines and reporting requirements.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/256 : **DEPUTY DIRECTOR: HOUSEHOLD FOOD GARDENS SERVICES REF NO: DARDLEA/2026/08/11**
Directorate: Food Security Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / Post Graduate Diploma in Agriculture (NQF level 8). A minimum of 3 years' experience at Assistant Director level in agriculture preferably in a food security environment. Compulsory SACNASP Registration. Skills and Competencies: Skills and Competencies: Applicants must demonstrate comprehensive knowledge and understanding of all relevant legislation and regulations governing the Public Service, including the Public Financial Management Act and Treasury Regulations, the Public Service Act, and the Labour Relations Act. An understanding of South African government imperatives, priorities, and sector-specific requirements particularly concerning capacity development, agrarian reform, and food security is essential. Familiarity with government policies and priorities related to food security, as well as knowledge of the country's food security systems, is required. An understanding of social development and poverty issues affecting the nation, along with health and nutrition matters, is also necessary. Awareness of rural and small farmers' issues and needs is important. Candidates should possess knowledge of the White Paper on the Transformation of the Public Service (Batho Pele). Proficiency in financial management, strategic capability and leadership, programme and project management, and knowledge management is required. Skills in service delivery innovation, problem-solving and analysis, people management and empowerment, and client orientation and customer focus are essential. Effective communication, honesty, integrity, and change management skills are also necessary. Willingness to work extended hours and undertake travel, is expected. A valid driver's license.

DUTIES : Promote household food and nutrition security. Coordinate food security programmes in Department and provincial level. Liaise with key role players when planning and implementing food security. Represent the Department on Provincial and National Food Security and Food Security related forums (e.g. SAVAC, IFNSF, PAVAC). Compile and update Database of households and institutions benefitting from agricultural food security initiatives. Compile and Update Database of all Food Security Role players in the province. Create awareness with regard to Food Security. Disseminate information on food security to management, peers and clients. Monitor and evaluate implementation and impact of Food Security initiatives in the Department. Coordinate and Implement Youth in Agriculture. Perform administrative and related functions. Compile reports as required. Human capital development: Supervise and manage staff. Participate and apply the PDMS (Own and subordinates). Self-development through informal and formal training initiatives that is relevant to the duties of the official. Effective management of all physical assets of the unit. Give inputs for budget planning. Manage grant funding allocated to Food Security as Food Security Pillar Manager.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/257 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DARDLEA/2026/08/12**
Directorate: Nkangala District Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / Advanced Diploma (NQF level 7) qualification in Human Resource Management / Public Admin / Public Management or any related field. A minimum 3 years working experience at Assistant Director level within Human Resource Management and Development environment. Skills And Competencies: Visionary, Strategic thinking, and experience in managing diverse teams. Ability to manage projects, lead change initiatives and implement new policies and systems Financial Management and budgeting, Diversity Management, Programme and relations management. Accountability and ethical conduct. Analytical skills. Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, proficient in relevant software packages, including MS Office. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package) PERSAL) Knowledge of BPA system. A valid driver's licence.
DUTIES : Manage corporate services in the district i.e. recruitment, employee relations, performance management, Information technology, administration, communications, OHS and HR planning. Monitor with the development and implementation of strategic plan. Manage line manager execute their business plan within the objectives of HR plan. Monitor Corporate services policy implementation. Manage budget in line with government regulations. Manage personnel.
ENQUIRIES : Ms. S. Masoka at 082 430 6256

POST 31/258 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DARDLEA/2026/08/13**
Directorate: Ehlanzeni South District Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Ehlanzeni South District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / Advanced Diploma (NQF Level 7) in Financial Management or related field. A minimum 3 years related experience in Financial Accounting at Assistant Director level. Skills And Competencies: 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. A valid driver's license.
DUTIES : Manage the financial revenue, expenditure management, supply chain management and accounting in the district. 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.

ENQUIRIES : Ms. EM Mkhonza Tel No: (013) 759 4000 or Ms. MH Sekoma 013 759 4000

POST 31/259 : **DEPUTY DIRECTOR: FOOD SECURITY SERVICES REF NO: DARDLEA/2026/08/14**
Chief Directorate: District Extension Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Ehlanzeni South District
REQUIREMENTS : Grade 12 plus a recognised Honours Degree/Post Graduate Diploma in Agriculture (NQF 8). A minimum of 3 years' experience at Assistant Director level in agriculture preferably in a food security environment. Compulsory SACNASP Registration. Skills and Competencies: Applicants must demonstrate comprehensive knowledge and understanding of all relevant legislation and regulations governing the Public Service, including the Public Financial Management Act and Treasury Regulations, the Public Service Act, and the Labour Relations Act. An understanding of South African government imperatives, priorities, and sector-specific requirements particularly concerning capacity development, agrarian reform, and food security is essential. Familiarity with government policies and priorities related to food security, as well as knowledge of the country's food security systems, is required. An understanding of social development and poverty issues affecting the nation, along with health and nutrition matters, is also necessary. Awareness of rural and small farmers' issues and needs is important. Candidates should possess knowledge of the White Paper on the Transformation of the Public Service (Batho Pele). Proficiency in financial management, strategic capability and leadership, programme and project management, and knowledge management is required. Skills in service delivery innovation, problem-solving and analysis, people management and empowerment, and client orientation and customer focus are essential. Effective communication, honesty, integrity, and change management skills are also necessary. Willingness to work extended hours and undertake travel, is expected. A valid driver's license.
DUTIES : Promote household food and nutrition security. Coordinate food security programmes in Department and provincial level. Liaise with key role players when planning and implementing food security. Represent the Department on Provincial and National Food Security and Food Security related forums (e.g. SAVAC, IFNSF, PAVAC). Compile and update Database of households and institutions benefitting from agricultural food security initiatives. Compile and Update Database of all Food Security Role players in the province. Create awareness with regard to Food Security. Disseminate information on food security to management, peers and clients. Monitor and evaluate implementation and impact of Food Security initiatives in the Department. Coordinate and Implement Youth in Agriculture. Perform administrative and related functions. Compile reports as required. Human capital development: Supervise and manage staff. Participate and apply the PDMS (Own and subordinates). Self-development through informal and formal training initiatives that is relevant to the duties of the official. Effective management of all physical assets of the unit. Give inputs for budget planning. Manage grant funding allocated to Food Security as Food Security Pillar Manager.
ENQUIRIES : Ms. EM Mkhonza Tel No: (013) 759 4000 or Ms. MH Sekoma 013 759 4000

POST 31/260 : **DEPUTY DIRECTOR: FOOD SECURITY SERVICES REF NO: DARDLEA/2026/08/15**
Chief Directorate: District Extension Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Ehlanzeni North District
REQUIREMENTS : Grade 12 plus a recognised Honours Degree / Post Graduate Diploma in Agriculture (NQF 8). A minimum of 3 years' experience at Assistant Director level in agriculture preferably in a food security environment. Compulsory SACNASP Registration. Skills And Competencies: Applicants must demonstrate comprehensive knowledge and understanding of all relevant legislation and regulations governing the Public Service, including the Public Financial Management Act and Treasury Regulations, the Public Service Act, and the Labour Relations Act. An understanding of South African government imperatives, priorities, and sector-specific requirements particularly concerning capacity development, agrarian reform, and food security is essential. Familiarity with government policies and priorities related to food security, as well as knowledge of the country's food security systems, is required. An understanding of social development and poverty issues affecting the nation, along with health and nutrition matters, is also necessary. Awareness of rural of rural household and subsistence farmers. Candidates should possess knowledge of the White Paper on the Transformation of the Public Service (Batho Pele). Proficiency in financial management, strategic capability and leadership, programme and project management, and knowledge management is required. Skills in service delivery innovation, problem-solving and analysis, people management and empowerment, and client orientation and customer focus are essential. Effective communication, honesty, integrity, and change management skills are also necessary. Willingness to work extended hours and undertake travel, is expected. A valid driver's license.
DUTIES : Promote household food and nutrition security. Coordinate food security programmes in Department and provincial level. Liaise with key role players when planning and implementing food security. Represent the Department on Provincial and National Food Security and Food Security related forums (e.g. SAVAC, IFNSF, PAVAC). Compile and update Database of households and institutions benefitting from agricultural food security initiatives. Compile and Update Database of all Food Security Role players in the province. Create awareness with regard to Food Security. Disseminate information on food security to management, peers and clients. Monitor and evaluate implementation and impact of Food Security initiatives in the Department. Coordinate and Implement Youth in Agriculture. Perform administrative and related functions. Compile reports as required. Human capital development: Supervise and manage staff. Participate and apply the PDMS (Own and subordinates). Self-development through informal and formal training initiatives that is relevant to the duties of the official. Effective management of all physical assets of the unit. Give inputs for budget planning. Manage grant funding allocated to Food Security as Food Security Pillar Manager.
ENQUIRIES : Mr. S. Mogakala Tel No: (013) 759 4000

POST 31/261 : **DEPUTY DIRECTOR: AGRICULTURAL MUNICIPAL MANAGER REF NO: DARDLEA/2026/08/16**
Directorate: Gert Sibande District Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Chief Albert Luthuli Municipality
REQUIREMENTS : Grade 12 plus a recognised BSc/Post Graduate Diploma in Agriculture / Agri-3 years' management related experience and knowledge of agricultural activities. Compulsory SACNASP registration. Skills And Competencies: Knowledge of extension methodologies and Land-reform. Sound knowledge of PFMA, PSR, PSA, LRA. Sound knowledge of Project Management, change management, strategic planning, knowledge management, report writing, facilitation, coordination, planning and organising, diversity management and computer literacy. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Ability to work under pressure. A valid driver's licence.
DUTIES : Provide overall management of the Agricultural office and its activities in the Municipality. Manage agricultural developments and provide support services to IDP/LED planning environment. Implement comprehensive farmer support

programmes. Manage the planning and implementation of Natural Resource Management projects. Monitor poverty alleviation and household food security programmes. Provide appropriate advisory support to develop and strengthen the capacity of the Farmers. Managing and monitor projects. Implement the extension and advisory recovery plan. Ensure that farmers participate in disaster and risk management programmes. Monitor the farmer's organisation for effective service delivery.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/262 : **DEPUTY DIRECTOR: LAND REFORM AND AGRARIAN SERVICES REF NO: DARDLEA/2026/08/17**
Directorate: Gert Sibande District Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Gert Sibande District
REQUIREMENTS : Grade 12 plus a recognised BSc in Agricultural Science/ Bachelor's Degree in Agriculture / BTech in Agriculture/ Rural Development (NQF Level 7). A postgraduate degree will be an added advantage. A minimum of 3 years' experience at Assistant Director level in Agriculture, Rural Development, Economics, Land and Agrarian programmes. Skills and Competencies: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of contract management. Knowledge of applicable legislation frameworks such as, Public Finance Management Act Treasury Regulations, Labour Relations Act, Public Service Act, and Public Service Regulations. Knowledge of Government policies and priorities in terms of Agriculture, Land Reform and Rural Development, supply chain management practices and other relevant prescripts. Extended working hours and prepared to travel. Experience in capacity building and good programme facilitation skills. Team building and decision-making skills. Must have good verbal and written commination skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel, MS Power Point and MS Outlook). Ability to apply time management principles and adapt to continuous changing environment. A valid driver's license.
DUTIES : Manage the provision of Agricultural Extension and Advisory service. Monitor the establishment of extension forums. Evaluate and report on extension programmes. Establish and participate in institutional structures for planning, implementation and coordination of agricultural projects. Manage the provision of all agricultural specific interventions and support land reform projects. Development and implementation of policies, review and amend as and when required based on inputs from stakeholders. Monitor, manage and implement strategic directions, development and support for land reform programme and rural development. Manage the resolution of specific challenges facing the sector. Provide monitoring and evaluation oversight of land reform programme and produce relevant reports. Participate in different forums that contribute towards development of Agriculture and Land Reform. Manage Mentorship and Graduate policies and practices. Develop information services to mentorship and graduates' participants. Identify exit opportunities for Graduates.
ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/263 : **STATE VETERINARIAN REF NO: DARDLEA/2026/08/18**
Sub Directorate: Nkangala District Animal Health Services

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Emalahleni
REQUIREMENTS : Grade 12 plus a recognised Bachelor of Veterinary Science (BVSc/BVMCh) or a related veterinary qualification recognised by SAQA, NQF Level 8. Current registration with the South African Veterinary Council (SAVC). Completion of Compulsory Community Service (where applicable). Relevant experience an added advantage Skills and Competencies: Knowledge of Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Performing Animals Protection Amendment Act, 2016. Medicines and Related Substances Act,1965, Sound knowledge of veterinary legislation, animal health, disease control and animal welfare. Fair knowledge

on Meat Safety Act, 2000, Public Finance Management Act, 1999 and other Public Service-related Acts. Understanding of animal health, disease control, epidemiology, biosecurity, and animal welfare. Computer literacy. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required. A valid driver's license.

DUTIES : Develop, implement and monitor animal health programmes, including disease prevention, surveillance, control and eradication. Investigate and respond to outbreaks of controlled and notifiable animal diseases. Conduct epidemiological investigations, disease risk assessments, and maintain disease surveillance systems. Manage biosecurity measures, emergency disease preparedness and response plans. Enforce veterinary legislation, regulations and policies, including the Animal Diseases Act, Animal Identification Act, and related legislation. Monitor inspections, audits and compliance monitoring at farms, auction facilities, quarantine stations and other animal-related establishments. Issue veterinary health certificates, permits and other official documentation for the movement, import and export of animals and animal products. Promote animal welfare through inspections, investigations and awareness programmes. Manage technical and professional veterinary advice to farmers, industry stakeholders, municipalities, government departments and the public. Plan, manage and monitor vaccination campaigns and other animal health interventions. Collect, analyse and report animal health data and compile technical, epidemiological and management reports. Performance Management and Development System implementation for employees under their jurisdiction. Reporting of performance and management of the state veterinary area. Maintain inventory, stock, and legislative compliance. Manage revenue collection and deposits. Manage budget and expenditure of the state veterinary area.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/264 : **SCIENTIST PRODUCTION GRADE A: AGRONOMY REF NO: DARDLEA/2026/08/19**
Directorate: Animal Research and Technology Development Services

SALARY : R791 604 per annum, (all-inclusive package)
CENTRE : Nooitgedacht
REQUIREMENTS : A Grade 12 and post graduate degree in crop or plant production (NQF Level 8) or equivalent 4-year degree majoring in crop/plant science or production as recognised by the South African Qualification Authority (SAQA). A MSc Agriculture will be an added advantage. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP). At least four (4) years' experience in conducting agricultural plant/crop research. Skills And Competencies: Crop or plant research skills and knowledge of the field of Plantandience/ Crop Production. Must have knowledge of relevant plant/crop production including policies, scientific and regulatory systems and procedures. Ability to identify gaps and develop appropriate technologies or interventions for crop related development services especially in agronomy. Must have Programme project management, research and development, Communication and presentation skills. Ability to formulate research proposals, write scientific and technical reports. Strong attention to detail and accuracy, ability to work independently and as part of the team, good interpersonal. Must be computer literate (MS Word, MS Excel and MS Power Point). Must have a valid driver's licence.

DUTIES : To conduct basic and applied research in agronomy to effectively support agronomy in the province and contribute towards a knowledge economy. Facilitate the development and implementation of research methodologies, policies, systems and procedures in relation to agronomy. Identify gaps and develop and implement appropriate interventions to support agronomy in the province. Review research findings and ensure specialist advice, information, training and guidance by working directly with beneficiaries in collaboration with extension and advisory services and other stakeholders such as universities and research institutes. Develop working relations with client base. Compile scientific and technical reports for publication in scientific journals as well as popular media. Collaborate with relevant bodies/ councils on science related matters. Mentor, train and develop technicians and others to promote skills and

knowledge transfer and adherence to sound scientific principles and code of practice, supervise scientific work and processes.

ENQUIRIES : Ms. K.L. Mdlalose Tel No: (017) 819 5377 or Ms. N Hlatshwayo Tel No: (017) 819 5377

POST 31/265 : **SCIENTIST PRODUCTION GRADE A: HORTICULTURE REF NO: DARDLEA/2026/08/20**
Directorate: Animal Research and Technology Development Services

SALARY : R791 604 per annum, (all-inclusive package)
CENTRE : Nooitgedacht
REQUIREMENTS : A grade 12 and a post graduate degree in crop or plant production (NQF Level 8) or equivalent 4-year degree majoring in crop/ plant science or production as recognised by the South African Qualification Authority (SAQA) with Horticulture as a major. A MSc in Agriculture will be an added advantage. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP). Minimum of 4 years' experience conducting agricultural plant/crop research. Skills And Competencies: Crop or plant research skills and knowledge of the field of Plant Science/Crop Production. Must have knowledge of relevant plant/crop production including policies, scientific and regulatory systems and procedures. Ability to identify gaps and develop appropriate technologies or interventions for crop related development services especially in horticulture. Must have Programme project management, research and development, Communication and presentation skills. Ability to formulate research proposals, write scientific and technical reports. Strong attention to detail and accuracy, ability to work independently and as part of the team, good interpersonal. Must be computer literate (MS Word, MS Excel and MS Power Point). Must have a valid driver's licence.

DUTIES : To conduct basic and applied research in horticulture to effectively support agronomy in the province and contribute towards a knowledge economy. Facilitate the development and implementation of research methodologies, policies, systems and procedures in relation to horticulture. Identify gaps and develop and implement appropriate interventions to support horticulture in the province. Review research findings and ensure specialist advice, information, training and guidance by working directly with beneficiaries in collaboration with extension and advisory services and other stakeholders such as universities and research institutes. Develop working relations with client base. Compile scientific and technical reports for publication in scientific journals as well as popular media. Collaborate with relevant bodies/ councils on science related matters. Mentor, train and develop technicians and others to promote skills and knowledge transfer and adherence to sound scientific principles and code of practice, supervise scientific work and processes.

ENQUIRIES : Ms. K.L. Mdlalose Tel No: (017) 819 5377 or Ms. N Hlatshwayo Tel No: (017) 819 5377

POST 31/266 : **SCIENTIST PRODUCTION GRADE A: AQUACULTURE REF NO: DARDLEA/2026/08/21**
Directorate: Animal Research and Technology Development Services

SALARY : R791 604 per annum, (all-inclusive package)
CENTRE : Cycad Building, Mbombela
REQUIREMENTS : Grade 12 plus a Master's (MSc) Degree (NQF Level 9) in Aquaculture/ Ichthyology or qualification within the related field as recognised by SAQA. At least four (4) years' post-qualification experience in aquaculture research and compulsory registration with the SACNASP as a Professional Natural Scientist. Skills and Competencies: Theoretical and practical knowledge of aquaculture production systems, inland fisheries, breeding and aquatic animal health and welfare. Proven ability to carry out quantitative analysis and write peer-reviewed scientific publications and scientific reviews. Familiar with software applications and statistical analysis of data. Knowledge of animal ethics as it relates to animal and applied aquaculture research. Practical aquaculture breeding, aquatic animal handling and biosecurity skills. Good communication, analytical and problem solving and analysis skills. Must be computer literate (MS Word, MS Excel and MS PowerPoint). Must have a valid driver's licence.

DUTIES : Undertake basic and applied aquaculture and inland fisheries research on priority species in line with the Aquaculture Research. Provide information on new technologies and research developments through continuous professional

development. Perform scientific analysis and regulatory functions. Gather, interpret and statistically evaluate empirical and experimental data to inform policy and practice. Compile detailed technical and scientific reports, proposals, concept notes and policy briefs for departmental identity and consolidate sectoral needs for methodologies and decision-support tools in inland aquaculture and inland fisheries. Monitor and evaluate aquaculture research programmes and demonstrate activities. Support with optimising breeding and hatchery programmes. Maintain effective stakeholder and client relationships to promote adoption of best practices and evidence-based approaches. Mentor, train and supervise candidate scientists, interns, students and aquaculture technicians and provide structured learning and development opportunities to support growth of technical capacity in the sector.

ENQUIRIES : Ms. EM Mkhonza Tel No: (013) 759 4000 or Ms. MH Sekoma Tel No: (013) 759 4000

POST 31/267 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/22**
Sub Directorate: Nkangala District Environmental Empowerment Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Victor Khanye (Delmas)
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A minimum of 5 year's work experience in environmental education and/or empowerment. Ability to implement environmental empowerment programmes and projects to empower disadvantaged communities in terms of environmental sustainability and creation of work opportunities. Skills And Competencies: Knowledge of relevant Public Services Regulatory Framework (Public Service Act, Public services Regulations Act and Public Finance Management Act), National Environmental Management Act, Environmental Education policies, guidelines, norms and standards related to Environmental Prescripts applicable to EE. Ability to work independently and in multi-disciplinary team. Must have excellent verbal and written communication skills. Project administration, innovative, creative ability to operate Microsoft office programmes (Excel, word and PowerPoint). Ability to work under pressure with strict timelines. Supervisory and human resource management skills. Good interpersonal skills, Conflict Management skills, Ability to work individually and in a team. A valid driver's licence.

DUTIES : Manage the environmental centre, implement, and manage environmental empowerment programmes, projects and activities in line with the Annual performance plan (APP). Management of performance in the centre in line with PMDS and APP. Ensure implementation of environmental empowerment programmes. Projects, and events as per APP on school, municipal and stakeholder level. Coordination of local, and municipal stakeholders for environmental awareness creation, capacity building, and empowerment. Perform any other related Ad Hoc tasks and duties as requested and required by the supervisor. Ensure effective and efficient management of financial and physical resources of the centre. Ensure internal control measures and compliances are in place. Prepare, consolidate, and submit monthly, quarterly and annual reports as required.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/268 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/23**
Sub Directorate: Nkangala District Environmental Empowerment Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Emalahleni
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A minimum of 5 year's work experience in environmental education and/or empowerment. Ability to implement environmental empowerment programmes and projects to empower disadvantaged communities in terms of environmental sustainability and creation of work opportunities. Skills And Competencies: Knowledge of relevant Public Services Regulatory Framework (Public Service Act, Public services Regulations Act and Public Finance Management Act), National Environmental Management Act, Environmental Education policies, guidelines,

norms and standards related to Environmental Prescripts applicable to EE. Ability to work independently and in multi-disciplinary team. Must have excellent verbal and written communication skills. Project administration, innovative, creative ability to operate Microsoft office programmes (Excel, word and PowerPoint). Ability to work under pressure with strict timelines. Supervisory and human resource management skills. Good interpersonal skills, Conflict Management skills, Ability to work individually and in a team. A valid driver's licence.

DUTIES : Manage the environmental centre, implement, and manage environmental empowerment programmes, projects and activities in line with the Annual performance plan (APP). Management of performance in the centre in line with PMDS and APP. Ensure implementation of environmental empowerment programmes. Projects, and events as per APP on school, municipal and stakeholder level. Coordination of local, and municipal stakeholders for environmental awareness creation, capacity building, and empowerment. Perform any other related Ad Hoc tasks and duties as requested and required by the supervisor. Ensure effective and efficient management of financial and physical resources of the centre. Ensure internal control measures and compliances are in place. Prepare, consolidate, and submit monthly, quarterly and annual reports as required.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/269 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO. DARDLEA/2026/08/24**
Sub Directorate: Gert Sibande District Environmental Empowerment Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Ermelo
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A minimum of 5 year's work experience in environmental education and/or empowerment. Ability to implement environmental empowerment programmes and projects to empower disadvantaged communities in terms of environmental sustainability and creation of work opportunities. Skills And Competencies: Knowledge of relevant Public Services Regulatory Framework (Public Service Act, Public services Regulations Act and Public Finance Management Act), National Environmental Management Act, Environmental Education policies, guidelines, norms and standards related to Environmental Prescripts applicable to EE. Ability to work independently and in multi-disciplinary team. Must have excellent verbal and written communication skills. Project administration, innovative, creative ability to operate Microsoft office programmes (Excel, word and PowerPoint). Ability to work under pressure with strict timelines. Supervisory and human resource management skills. Good interpersonal skills, Conflict Management skills, Ability to work individually and in a team. A valid driver's licence.

DUTIES : Manage the environmental centre, implement, and manage environmental empowerment programmes, projects and activities in line with the Annual performance plan (APP). Management of performance in the centre in line with PMDS and APP. Ensure implementation of environmental empowerment programmes. Projects, and events as per APP on school, municipal and stakeholder level. Coordination of local, and municipal stakeholders for environmental awareness creation, capacity building, and empowerment. Perform any other related Ad Hoc tasks and duties as requested and required by the supervisor. Ensure effective and efficient management of financial and physical resources of the centre. Ensure internal control measures and compliances are in place. Prepare, consolidate, and submit monthly, quarterly and annual reports as required.

ENQUIRIES : Ms. K.L. Mdlalose Tel No: (017) 819 5377 or Ms. N Hlatshwayo Tel No: (017) 819 5377

POST 31/270 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO. DARDLEA/2026/08/25**
Sub Directorate: Ehlanzeni South District Environmental Empowerment Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Barberton

REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A minimum of 5 year's work experience in environmental education and/or empowerment. Ability to implement environmental empowerment programmes and projects to empower disadvantaged communities in terms of environmental sustainability and creation of work opportunities. Skills And Competencies: Knowledge of relevant Public Services Regulatory Framework (Public Service Act, Public services Regulations Act and Public Finance Management Act), National Environmental Management Act, Environmental Education policies, guidelines, norms and standards related to Environmental Prescripts applicable to EE. Ability to work independently and in multi-disciplinary team. Must have excellent verbal and written communication skills. Project administration, innovative, creative ability to operate Microsoft office programmes (Excel, word and PowerPoint). Ability to work under pressure with strict timelines. Supervisory and human resource management skills. Good interpersonal skills, Conflict Management skills, Ability to work individually and in a team. A valid driver's licence.

DUTIES : Manage the environmental centre, implement, and manage environmental empowerment programmes, projects and activities in line with the Annual performance plan (APP). Management of performance in the centre in line with PMDS and APP. Ensure implementation of environmental empowerment programmes. Projects, and events as per APP on school, municipal and stakeholder level. Coordination of local, and municipal stakeholders for environmental awareness creation, capacity building, and empowerment. Perform any other related Ad Hoc tasks and duties as requested and required by the supervisor. Ensure effective and efficient management of financial and physical resources of the centre. Ensure internal control measures and compliances are in place. Prepare, consolidate, and submit monthly, quarterly and annual reports as required.

ENQUIRIES : Ms. EM Mkhonza Tel No: (013) 759 4000 or Ms. MH Sekoma Tel No: (013) 759 4000

POST 31/271 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/26**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Nkangala
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Environmental Sciences. Minimum of 5 years post qualification experience in Environmental Management, of which at least three (3) years must be in Environmental Air Quality Management. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Air Quality Act and Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for Air Quality. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES : Coordinate the processing of atmospheric emission licensing applications to ensure compliance with the relevant legislation and protection of the environment and public health. Investigate, evaluate, review, recommend on environmental impact assessment applications, specialist air quality studies and development management applications and recommend mitigation measures to ensure compliance with the relevant legislation and protection of the environment and public health Process and assess applications and to make recommendations for approval of fuel burning-equipment to enforce compliance with relevant legislation. Process and assess applications and recommend approval of open burning applications to enforce compliance with relevant legislation. To enforce the National Environmental Management Air

Quality Act (No 39 of 2004). Compile, develop, modify provincial air quality management plan, validate and maintain an atmospheric emissions inventory database to maintain the objectives of the AQMP and to maintain the air quality management system for the province. Monitor and maintain operations of the Provincial Air Quality Monitoring Stations to capture credible data. Provide local municipality support in developing and implementation of local authorities Air Quality Plans.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/272 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/27**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Ehlanzeni District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Environmental Sciences. Minimum of 5 years post qualification experience in Environmental Management, of which at least three (3) years must be in Environmental Air Quality Management. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Air Quality Act and Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for Air Quality. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents.
DUTIES : Coordinate the processing of atmospheric emission licensing applications to ensure compliance with the relevant legislation and protection of the environment and public health. Investigate, evaluate, review, recommend on environmental impact assessment applications, specialist air quality studies and development management applications and recommend mitigation measures to ensure compliance with the relevant legislation and protection of the environment and public health Process and assess applications and to make recommendations for approval of fuel burning-equipment to enforce compliance with relevant legislation. Process and assess applications and recommend approval of open burning applications to enforce compliance with relevant legislation. To enforce the National Environmental Management Air Quality Act (No 39 of 2004). Compile, develop, modify provincial air quality management plan, validate and maintain an atmospheric emissions inventory database to maintain the objectives of the AQMP and to maintain the air quality management system for the province. Monitor and maintain operations of the Provincial Air Quality Monitoring Stations to capture credible data. Provide local municipality support in developing and implementation of local authorities Air Quality Plans.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/273 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/28**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Environmental Sciences. Minimum of 5 years post qualification experience in Environmental Management, of which at least three (3) years must be in Environmental Air Quality Management. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Air Quality Act and Environmental

Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for Air Quality. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES : Coordinate the processing of atmospheric emission licensing applications to ensure compliance with the relevant legislation and protection of the environment and public health. Investigate, evaluate, review, recommend on environmental impact assessment applications, specialist air quality studies and development management applications and recommend mitigation measures to ensure compliance with the relevant legislation and protection of the environment and public health Process and assess applications and to make recommendations for approval of fuel burning-equipment to enforce compliance with relevant legislation. Process and assess applications and recommend approval of open burning applications to enforce compliance with relevant legislation. To enforce the National Environmental Management Air Quality Act (No 39 of 2004). Compile, develop, modify provincial air quality management plan, validate and maintain an atmospheric emissions inventory database to maintain the objectives of the AQMP and to maintain the air quality management system for the province. Monitor and maintain operations of the Provincial Air Quality Monitoring Stations to capture credible data. Provide local municipality support in developing and implementation of local authorities Air Quality Plans.

ENQUIRIES : Ms. K.L. Mdlalose Tel No: (017) 819 5377 or Ms. N Hlatshwayo Tel No: (017) 819 5377

POST 31/274 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/29**
Directorate: Environmental Impact Management Services

SALARY : R636 978 – R728 646 per annum
CENTRE : Ehlanzeni District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Natural Sciences, Environmental Law, or Environmental Sciences. Minimum of 6 years post qualification experience in Environmental Management, of which at least three (3) years must be in Environmental Impact Assessment (EIA). Registration with EAPASA in terms of Section 24H of NEMA. A valid driver's license. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents.

DUTIES : Review and facilitate applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for enforceable environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations; facilitate the implementation of other Integrated Environmental Management tools; Provide specialised technical input and advice on impact management to clients, stakeholders and communities; perform administrative and related functions.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/275	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: DARDLEA/2026/08/30** Directorate: Environmental Impact Management Services
SALARY	:	R636 978 – R728 646 per annum
CENTRE	:	Nkangala
REQUIREMENTS	:	Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Natural Sciences, Environmental Law, or Environmental Sciences. Minimum of six (6) years post qualification experience in Environmental Management, of which at least three (3) years must be in Environmental Impact Assessment (EIA). Registration with EAPASA in terms of Section 24H of NEMA. A valid driver's license. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents.
DUTIES	:	Review and facilitate applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for enforceable environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations; facilitate the implementation of other Integrated Environmental Management tools; Provide specialised technical input and advice on impact management to clients, stakeholders and communities; perform administrative and related functions.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/276	:	**ASSISTANT DIRECTOR: SYSTEM ADMINISTRATOR REF NO: DARDLEA/2026/08/31** Directorate: Information Communication and Technology Management Services
SALARY	:	R605 742 per annum
CENTRE	:	Head Office
REQUIREMENTS	:	A Grade 12 certificate and a National Diploma (NQF 6) qualification in Information Technology/ information Systems/Computer Science/ Computer Software Engineering/ Informatics/ Management Information Systems or Business Information Management. A Bachelor's degree (NQF 7) qualification in the above fields will be an advantage. Qualifications in Microsoft Azure Developer Expert and Microsoft Apps will be an added advantage. 3 – 5 years' experience in ICT Industry with at least 2 years' experience at a supervisory level. Knowledge of a process Based Approach Project Management Practice, Systems Development Life Cycle, database design and management. Knowledge of Web Application Development (HTML, JAVA, .Net, PHP, C#, Python, JavaScript, PHP, C++, and SQL. and/or other web application portal technology and programming languages. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service, National Treasury Regulations and ICT prescripts. Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring (availability, manageability, reliability and security), Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Presentation and project management skills. Information and data Security. Risk

assessment and mitigation. Disaster recovery technologies. A valid driver's license.

DUTIES : Analyse, evaluate, design, validate, define and document detailed business functional and technical requirements of multiple stakeholders. Map business process to ensure transparency, dependencies and process lifecycle management. Build a repository and database of business processes. Develop, facilitate and negotiate technical requirements and technical solutions amongst multiple stakeholders to business problems. Develop technical specification for anticipated business process automation. Identify the current and future state business processes. Help business stakeholders to envision the future and how their work will need to change to support the future including data migration rules, business rules and enforcing elements of system design. Establish process dependencies and duplications. Manage risks, audit queries and resources. Ensure compliance with relevant ICT policies, standards, legislation and governance frameworks. Develop mechanisms and or ways of resolving the identified issues to ensure system development success. Manage systems development projects. Identify software needs for procurement and development. Ensure that systems are properly documented and meet business requirements, coordinating the maintenance and enhancement of existing systems, investigating and resolving complex system-related incidents and problems, ensuring the availability, reliability and continuous improvement of departmental applications. Compile and submit operational reports.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/277 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/32**
Sub Directorate: Ehlanzeni North District Animal Health Services

SALARY : R605 742 per annum
CENTRE : Lydenburg
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree/National Diploma in Animal Health or related field. Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. Relevant and Supervisor experience an added advantage. Skills And Competencies: Knowledge of Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Fertilizers Farm Feed Agricultural Remedies and Stock Remedies Act, 1947. Knowledge of animal health, disease control and animal welfare. Computer literacy. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required.

DUTIES : Supervise the implementation of vaccination programmes on Controlled Animal Diseases according to the Animal Diseases Act. Supervise the implementation of disease surveillance on Controlled Diseases according to the Animal Diseases Act. Supervise the activities of Primary Animal Health Care. Supervise the conduction of National and Provincial disease Surveillance in the state veterinary area. Supervise the implementation of the Brucellosis and Tuberculosis Eradication Schemes in the state veterinary area. Manage dip-tanks and dipping programmes. Supervise dip-stuff, veterinary work-materials and vaccine inventory. Participate in the movement of buffaloes within or out of the Mpumalanga Province. Supervise human resources and transport logistics. Implement Performance Management Development System of employees and reporting to line manager.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/278 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/33**
Sub Directorate: Ehlanzeni North District Animal Health Services

SALARY : R605 742 per annum
CENTRE : Bushbuckridge East
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / National Diploma in Animal Health or related. Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. Relevant and Supervisor experience an added advantage. skills and competencies: Knowledge of Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Fertilizers Farm Feed Agricultural Remedies and Stock

Remedies Act, 1947. Knowledge of animal health, disease control and animal welfare. Computer literacy. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required.

DUTIES : Supervise the implementation of vaccination programmes on Controlled Animal Diseases according to the Animal Diseases Act. Supervise the implementation of disease surveillance on Controlled Diseases according to the Animal Diseases Act. Supervise the activities of Primary Animal Health Care. Supervise the conduction of National and Provincial disease Surveillance in the state veterinary area. Supervise the implementation of the Brucellosis and Tuberculosis Eradication Schemes in the state veterinary area. Manage dip-tanks and dipping programmes. Supervise dip-stuff, veterinary work-materials and vaccine inventory. Participate in the movement of buffaloes within or out of the Mpumalanga Province. Supervise human resources and transport logistics. Implement Performance Management Development System of employees and reporting to line manager.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/279 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/34**
Sub Directorate: Gert Sibande District Animal Health Services

SALARY : R605 742 per annum
CENTRE : Mkhondo
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / National Diploma in Animal Health or related. Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. Relevant and Supervisor experience an added advantage. Skills And Competencies: Knowledge of Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Fertilizers Farm Feed Agricultural Remedies and Stock Remedies Act, 1947. Knowledge of animal health, disease control and animal welfare. Computer literacy. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required.

DUTIES : Supervise the implementation of vaccination programmes on Controlled Animal Diseases according to the Animal Diseases Act. Supervise the implementation of disease surveillance on Controlled Diseases according to the Animal Diseases Act. Supervise the activities of Primary Animal Health Care. Supervise the conduction of National and Provincial disease Surveillance in the state veterinary area. Supervise the implementation of the Brucellosis and Tuberculosis Eradication Schemes in the state veterinary area. Manage dip-tanks and dipping programmes. Supervise dip-stuff, veterinary work-materials and vaccine inventory. Participate in the movement of buffaloes within or out of the Mpumalanga Province. Supervise human resources and transport logistics. Implement Performance Management Development System of employees and reporting to line manager.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/280 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/35**
Sub Directorate: Gert Sibande District Animal Health Services

SALARY : R605 742 per annum
CENTRE : Chief Albert Luthuli
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree / National Diploma in Animal Health or related. Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. Relevant and Supervisor experience an added advantage. Skills And Competencies: Knowledge of Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Fertilizers Farm Feed Agricultural Remedies and Stock Remedies Act, 1947. Knowledge of animal health, disease control and animal welfare. Computer literacy. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required.

DUTIES : Supervise the implementation of vaccination programmes on Controlled Animal Diseases according to the Animal Diseases Act. Supervise the implementation of disease surveillance on Controlled Diseases according to the Animal Diseases Act. Supervise the activities of Primary Animal Health Care. Supervise the conduction of National and Provincial disease Surveillance in the state veterinary area. Supervise the implementation of the Brucellosis and Tuberculosis Eradication Schemes in the state veterinary area. Manage dip-tanks and dipping programmes. Supervise dip-stuff, veterinary work-materials and vaccine inventory. Participate in the movement of buffaloes within or out of the Mpumalanga Province. Supervise human resources and transport logistics. Implement Performance Management Development System of employees and reporting to line manager.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/281 : **ASSISTANT DIRECTOR: ANIMAL HEALTH REF NO: DARDLEA/2026/08/36**
Sub Directorate: Gert Sibande District Animal Health Services

SALARY : R605 742 per annum
CENTRE : Ermelo
REQUIREMENTS : Grade 12 plus a recognised appropriate Bachelor's Degree / National Diploma in Animal Health or related. Current registration with the South African Veterinary Council. At minimum of 3 years relevant experience in veterinary services, animal health, disease control, or veterinary administration. Experience in supervision, technical support, programme management, or administration is an added advantage. Skills And Competencies: Knowledge of: Animal Diseases Act. Animal Identification Act. Public Service Act and Regulations and other relevant Public Service legislation. Public Finance Management Act (PFMA). Relevant veterinary legislation, policies, and biosecurity measures. Veterinary technical expertise. Leadership and people management. Strategic planning and organizing. Project and programme management. Financial and administrative management. Policy development and implementation. Problem-solving and analytical thinking. Decision-making skills. Report writing and presentation skills. Excellent verbal and written communication. Stakeholder engagement and customer service orientation. Conflict management and negotiation. Computer proficiency. Ability to work under pressure and meet deadlines. Integrity, professionalism, and ethical conduct. A valid driver's license.

DUTIES : Provide technical support on veterinary programmes and animal health initiatives. Coordinate disease surveillance, prevention, and control activities. Supervise para-veterinary technical staff. Manage budgets, procurement, and administrative processes. Monitor compliance with veterinary legislation and standards. Compile technical and management reports Liaise with farmers, industry stakeholders, municipalities, and other government departments. Develop and implement veterinary policies, standard operational plans and strategic plans.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/282 : **ASSISTANT DIRECTOR: ANIMAL HEALTH REF NO: DARDLEA/2026/08/37**
Sub Directorate: Nkangala District Animal Health Services

SALARY : R605 742 per annum
CENTRE : KwaMhlanga
REQUIREMENTS : Grade 12 plus a recognised appropriate Bachelor's Degree / National Diploma in Animal Health or related. Current registration with the South African Veterinary Council. At minimum of 3 years relevant experience in veterinary services, animal health, disease control, or veterinary administration. Experience in supervision, technical support, programme management, or administration is an added advantage. Skills And Competencies: Knowledge of: Animal Diseases Act. Animal Identification Act. Public Service Act and Regulations and other related Public Service legislation. Public Finance Management Act (PFMA). Related veterinary legislation, policies, and biosecurity measures. Veterinary technical expertise. Leadership and people management. Strategic planning and organizing. Project and programme management. Financial and administrative management. Policy development and implementation. Problem-solving and analytical thinking. Decision-making

skills. Report writing and presentation skills. Excellent verbal and written communication. Stakeholder engagement and customer service orientation. Conflict management and negotiation. Computer proficiency. Ability to work under pressure and meet deadlines. Integrity, professionalism, and ethical conduct. A valid driver's license.

DUTIES : Provide technical support on veterinary programmes and animal health initiatives. Coordinate disease surveillance, prevention, and control activities. Supervise para-veterinary technical staff. Manage budgets, procurement, and administrative processes. Monitor compliance with veterinary legislation and standards. Compile technical and management reports Liaise with farmers, industry stakeholders, municipalities, and other government departments. Develop and implement veterinary policies, standard operational plans and strategic plans.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/283 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: DARDLEA/2026/08/38**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R518 769 per annum
CENTRE : Ehlanzeni District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Natural Sciences, Environmental Law, or Environmental Sciences. Minimum of four (4) years post qualification experience in Environmental Management, of which at least two (2) years must be in Environmental Impact Assessment (EIA). Registration with EAPASA in terms of Section 24H of NEMA. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES : Review and administer applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for enforceable environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations; facilitate the implementation of other Integrated Environmental Management tools; Provide specialised technical input and advice on impact management to clients, stakeholders and communities; perform administrative and related functions.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/284 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: DARDLEA/2026/08/39**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R518 769 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7)) or related qualification in Environmental Management, Natural Sciences, Environmental Law, or Environmental Sciences. Minimum of four (4) years post qualification experience in Environmental Management, of which at least two (2) years must be in Environmental Impact Assessment (EIA). Registration with EAPASA in terms of Section 24H of NEMA. Skills and Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of

and experience in working with the National Environmental Management Act, Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES : Review and administer applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for enforceable environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations; facilitate the implementation of other Integrated Environmental Management tools; Provide specialised technical input and advice on impact management to clients, stakeholders and communities; perform administrative and related functions.

ENQUIRIES : Ms. K.L. Mdlalose Tel No: (017) 819 5377 or Ms. N Hlatshwayo Tel No: (017) 819 5377

POST 31/285 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: DARDLEA/2026/08/40**
Directorate: Environmental Impact and Air Quality Management Services

SALARY : R518 769 per annum
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) or related qualification in Environmental Management, Natural Sciences, Environmental Law, or Environmental Sciences. Minimum of four (4) years post qualification experience in Environmental Management, of which at least two (2) years must be in Environmental Impact Assessment (EIA). Registration with EAPASA in terms of Section 24H of NEMA. Skills And Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management). Practical knowledge of and experience in working with the National Environmental Management Act, Environmental Impact Assessment Regulations, associated Instruments, and policies, guidelines, norms and standards related to Integrated Environmental Management. Understanding and knowledge of all environmental prescripts applicable for EIA. Ability to work independently and in a multidisciplinary team. Excellent verbal and written communications skills, including negotiation and diplomacy. Experience in project administration, and policy analysis and development. Resourceful, and an ability to operate Microsoft office programmes effectively. Ability to work under pressure within strict timelines. Ability to write and interpret technical reports and documents. A valid driver's license.

DUTIES : Review and administer applications for environmental authorisations and all associated reports submitted to the District office in terms of the appropriate legislation, and draft recommendations for enforceable environmental authorisations; evaluate and provide comment for applications for mining activities where the Department of Mineral Resources is the Competent Authority; evaluate and comment on Land Use Applications; maintain accurate registers of all applications and authorisations; facilitate the implementation of other Integrated Environmental Management tools; Provide specialised technical input and advice on impact management to clients, stakeholders and communities; perform administrative and related functions.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/286 : **PSYCHOLOGIST REF NO: DARDLEA/2026/08/41**
Directorate: Transversal Services

SALARY : R487 197 per annum
CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Work/ Psychology. Registration with the South African Council for Social Service Professions or the Health Professions Council of South Africa. 3 years' experience in an Employee Health and Wellness environment. Skills And Competencies: Strong supervisory skills. Good planning and organisational skills. Ability to work under pressure and meet deadlines. Problem-solving and analytical thinking. Interpersonal and communication skills. Attention to detail and ability to interpret legislation. Computer literacy (MS Office). Good communication, report writing, and facilitation skills.

DUTIES : Provide Psychosocial Support to the employees; Coordinate Employee Health and Wellness activities; Coordinate and Facilitate EHWP Committee Meetings; Develop, review, and implement EHW policies, procedures, and guidelines. Compile content for Healthy Lifestyle awareness information. Attend to the daily Administration of the unit.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/287 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DARDLEA/2026/08/42**
Directorate: Transversal Services

SALARY : R487 197 per annum
CENTRE : Head Office
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Occupational Health and Safety / Safety Management. A valid driver's license. Minimum of 3–5 years' experience in an Occupational Health and Safety environment, with at least 3 years at a supervisory level. Knowledge of the Occupational Health and Safety Act (Act 85 of 1993) and relevant regulations. Knowledge of risk management, incident investigation, and compliance monitoring. Registration with a relevant professional body (e.g., SACPCMP) will be an added advantage. Skills And Competencies: Strong supervisory skills. Good planning and organisational skills. Ability to work under pressure and meet deadlines. Problem-solving and analytical thinking. Interpersonal and communication skills. Attention to detail and ability to interpret legislation. Computer literacy (MS Office). Good communication, report writing, and facilitation skills. A valid drivers' license.

DUTIES : Manage and coordinate the implementation of Occupational Health and Safety (OHS) programmes within the Department. Ensure compliance with the OHS Act and related legislation. Develop, review, and implement OHS policies, procedures, and guidelines. Conduct workplace inspections, risk assessments, and audits. Facilitate incident investigations and compile reports with recommendations. Coordinate OHS training and awareness programmes. Monitor and support OHS Committees and Representatives. Compile and submit OHS reports to management. Liaise with internal and external stakeholders on OHS matters.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/288 : **ASSISTANT DIRECTOR: CO-ORDINATION SERVICES REF NO: DARDLEA/2026/08/43**
Directorate: Co-ordination, Monitoring and Evaluation Services

SALARY : R487 197 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma (NQF 6) in Social Sciences, Community Development, Communication, Public Management or a related field required. A minimum of 3 years of related experience required, especially in the areas of monitoring and evaluation, community development, communications and administration is necessary. Skills And Competencies: Excellent leadership, written, verbal, listening, and interpersonal skills are essential for coordination functions and for engaging and liaising with stakeholders at all levels. Serves as a critical link between clients and stakeholders, ensuring the effective communication of important information to programmes and other key stakeholders. Strong organisational skills and proficiency in relevant software are required to support data management, report preparation, minute-taking, coordination of electronic and physical meetings, and the management of filing systems. Strategic planning skills are

necessary for the planning, implementation, monitoring, and reporting of the Unit's performance, as well as for supporting the management of the Department's budget and financial matters. Demonstrates strong reporting and analytical capabilities through monitoring activities, resolving issues, providing updates to the Legislature and the Office of the Premier, and conducting data collection and analysis.

DUTIES : Facilitate the coordination and consolidation of departmental reports for submission to oversight bodies and ensure compliance with applicable regulations, internal policies, and prescribed deadlines for the submission of reports and meeting minutes. Coordinate the provision of secretariat services to departmental management structures, maintain the scheduling and coordination of management meetings, and represent the Unit, where required, during meeting proceedings. Review, implement, and monitor the Unit's operational plan and compile reports on project site visits and outreach programmes attended for submission to the Deputy Director and other executives. Facilitate the coordination of Taking Legislature to the People (TLP) initiatives, oversight visits, and provincial and national outreach programmes, while monitoring the achievement of the Unit's objectives and targets. Assist with budget planning, expenditure monitoring, and financial administration, and perform office administration functions and other duties assigned by the Deputy Director to support the effective functioning of the Unit.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/289 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: DARDLEA/2026/08/44**
Directorate: Corporate Services

SALARY : R487 197 per annum
CENTRE : Ehlanzeni South District
REQUIREMENTS : Grade 12 plus a recognised Bachelor’s Degree / Advanced National Diploma or equivalent qualification in Communications Marketing / Public Relations / Events Management. A minimum of 3 years in communications environment. Skills And Competencies: Strong managerial skills: Planning, organizing, leading, and control. Excellent communication (verbal and written), presentation, and facilitation skills. Project and programme management skills. Problem-solving and analytical skills. Computer literacy (advanced MS Office skills). Ability to work under pressure, travel, and work irregular hours. A valid driver's license.

DUTIES : Conduct daily media monitoring and analysis and produce reports. Draft and disseminate press releases. Write articles for publications and social media platforms. Compile media coverage report after campaigns and events. Organise media interviews. Invite various media houses and journalists to events. Consolidate media attendance register after every event and update the media database. Implement media plan for campaigns and events. Organize and facilitate monthly editorial meetings. Increase social media engagements through social media platforms. Plan, manage, and evaluate departmental strategic events in line with internal policies and government protocols. Organise and mobilise all relevant internal and external stakeholders for departmental activities and advocate for the department's brand. Develop the annual events calendar and associated procurement plans. Monitor and manage the budget and expenditure for all events. Monitor and evaluate event outcomes and track progress of stakeholder engagement. Provide written contributions to monthly, quarterly, and annual departmental reports. Produce reports for events and outreach programmes implemented. Ensure compliance with all relevant legislative and regulatory frameworks.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/290 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: DARDLEA/2026/08/45**
Directorate: Corporate Services

SALARY : R487 197 per annum
CENTRE : Ehlanzeni North District
REQUIREMENTS : Grade 12 plus a recognised Bachelor’s Degree / Advanced National Diploma or equivalent qualification in Communications Marketing/ Public Relations/

		Events Management. A minimum of 3 years in communications environment. Skills And Competencies: Strong managerial skills: Planning, organizing, leading, and control. Excellent communication (verbal and written), presentation, and facilitation skills. Project and programme management skills. Problem-solving and analytical skills. Computer literacy (advanced MS Office skills). Ability to work under pressure, travel, and work irregular hours. A valid driver's license.
DUTIES	:	Conduct daily media monitoring and analysis and produce reports. Draft and disseminate press releases. Write articles for publications and social media platforms. Compile media coverage report after campaigns and events. Organise media interviews. Invite various media houses and journalists to events. Consolidate media attendance register after every event and update the media database. Implement media plan for campaigns and events. Organize and facilitate monthly editorial meetings. Increase social media engagements through social media platforms. Plan, manage, and evaluate departmental strategic events in line with internal policies and government protocols. Organise and mobilise all relevant internal and external stakeholders for departmental activities and advocate for the department's brand. Develop the annual events calendar and associated procurement plans. Monitor and manage the budget and expenditure for all events. Monitor and evaluate event outcomes and track progress of stakeholder engagement. Provide written contributions to monthly, quarterly, and annual departmental reports. Produce reports for events and outreach programmes implemented. Ensure compliance with all relevant legislative and regulatory frameworks.
ENQUIRIES	:	Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078
POST 31/291	:	**ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: DARDLEA/2026/08/46** Directorate: Corporate Services
SALARY	:	R487 197 per annum
CENTRE	:	Nkangala District
REQUIREMENTS	:	Grade 12 plus a recognised Bachelor’s Degree / Advanced National Diploma or equivalent qualification in Communications Marketing/ Public Relations/ Events Management. A minimum of 3 years in communications environment. Skills And Competencies: Strong managerial skills: Planning, organizing, leading, and control. Excellent communication (verbal and written), presentation, and facilitation skills. Project and programme management skills. Problem-solving and analytical skills. Computer literacy (advanced MS Office skills). Ability to work under pressure, travel, and work irregular hours. A valid driver's license.
DUTIES	:	Conduct daily media monitoring and analysis and produce reports. Draft and disseminate press releases. Write articles for publications and social media platforms. Compile media coverage report after campaigns and events. Organise media interviews. Invite various media houses and journalists to events. Consolidate media attendance register after every event and update the media database. Implement media plan for campaigns and events. Organize and facilitate monthly editorial meetings. Increase social media engagements through social media platforms. Plan, manage, and evaluate departmental strategic events in line with internal policies and government protocols. Organise and mobilise all relevant internal and external stakeholders for departmental activities and advocate for the department's brand. Develop the annual events calendar and associated procurement plans. Monitor and manage the budget and expenditure for all events. Monitor and evaluate event outcomes and track progress of stakeholder engagement. Provide written contributions to monthly, quarterly, and annual departmental reports. Produce reports for events and outreach programmes implemented. Ensure compliance with all relevant legislative and regulatory frameworks.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/292	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES (RECRUITMENT) REF NO: DARDLEA/2026/08/47** Sub Directorate: Corporate Service
SALARY	:	R487 197 per annum
CENTRE	:	Ehlanzeni North District

REQUIREMENTS : Grade 12 plus recognised National Diploma (NQF 6) in Human Resource Management / Public Administration /Public Management / Labour Relations. A minimum of 3 years' experience working in Human Resource Management environment. Skills And Competencies: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's license.

DUTIES : Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the district. Maintain and update staff establishment on PERSAL system in the district. Conduct exit interviews and compile reports. Compile monthly, quarterly and Annual reports. Supervise staff in Recruitment and Planning in the District.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/293 : **ASSISTANT DIRECTOR: TRANSVERSAL SERVICES REF NO: DARDLEA/2026/08/48**
Sub Directorate: Corporate Services

SALARY : R487 197 per annum
CENTRE : Ehlanzeni North District
REQUIREMENTS : Grade 12 plus a recognised National Diploma (NQF 7) in Industrial and Organisational Psychology / Human Resource Management / Public Management / Management Assistant or related qualification as recognised by South African Qualifications Authority (SAQA). A Minimum of 3 years' experience in Transversal environment. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Personal Protective Equipment Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, SHEQ). Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative, analytical and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure. A valid driver's license.

DUTIES : Provide transversal service and support to employees in the district. Facilitate Employee Health and Wellness, Special Programmes, Occupational Health and Safety, Gender Mainstreaming programmes and activities. Provide monthly reports.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/294 : **SENIOR AGRICULTURAL ADVISOR: CROP PRODUCTION REF NO: DARDLEA/2026/08/49**
Sub Directorate: Ehlanzeni North Agricultural District Services

SALARY : R487 197 per annum
CENTRE : Ehlanzeni North District

REQUIREMENTS : Grade 12 plus a recognised 4-year BSc Degree in Agriculture or Post Graduate Diploma in Agriculture, majoring in crop / plant production (NQF Level 8). A Post Graduate Degree will be an added advantage. A Minimum of 4 years working experience in extension and advisory services. Registered with a Professional Council (SACNASP). Skills And Competencies: Knowledge of extension methodology; Compulsory registration with Knowledge of project planning and implementation process, communication skills and report writing. Must be computer literate, Good Communication and organizational skills. Valid driver's license.

DUTIES : Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production. Advise on efficient methods and utilization of resources like soil and water. Supervise officials in the municipality, coordinate other departmental activities/ programme in the municipality, Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support. Promote the implementation of best farming practices and latest technologies. Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly reports. Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/295 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DARDLEA/2026/08/50**
Directorate: Asset Management Services

SALARY : R413 001 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) qualification in Transport Management, Public Management/Administration or related as recognised by SAQA. At least a Minimum 3 years relevant experience. Skills And Competencies: Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills And Knowledge: Communication skills; Negotiating skills; Facilitation skills; Report writing, Co-operation skills; Liaison skills. Knowledge of Microsoft word, PowerPoint and excel Client orientation and customer focus. Accountability and ethical conduct. A valid driver’s license.

DUTIES : Manage the procurement of new vehicles for government own and subsidized vehicles; Manage registration and licensing of state vehicles; Manage the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Manage processing of fuel payment claims for all schemes (MMS, SMS, A & B); Manage the provision and development of transport manuals and policies. Liaise with districts regarding transport issues. Provide on-the-job training for sub-ordinates.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/296 : **DISASTER OFFICER REF NO: DARDLEA/2026/08/51**
Sub Directorate: Agricultural Disaster and Risk Management Services

SALARY : R413 001 per annum
CENTRE : Thumahashe
REQUIREMENTS : Grade 12 plus a recognised National Diploma in Public Administration or a related qualification recognised by SAQA. A minimum of 3 years' relevant experience in an administrative environment or related field. Skills And Competencies: Sound knowledge of financial and procurement procedures. Knowledge and understanding of departmental policies, procedures and prescripts. Sound knowledge and understanding of the legislative and regulatory framework governing the Public Service, including the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury

Regulations, the Preferential Procurement Policy Framework Act (PPFA), and other legislation relevant to the post. Strong verbal and written communication skills. Ability to interact effectively with supervisors, colleagues and external stakeholders. Good organisational, interpersonal and administrative skills. Computer literacy, including proficiency in MS Word, Excel and PowerPoint. Ability to work independently and as part of a team. Ability to work under pressure, multitask, work extended hours when required, and perform duties with minimal supervision. The successful candidate must demonstrate responsibility, integrity, loyalty and honesty. A valid driver's license will be an added advantage.

DUTIES : Provide administrative and clerical support to the Sub-programme. Coordinate procurement processes, including handling and processing quotations, invoices and liaising with Supply Chain Management and external stakeholders. Manage correspondence, records, filing systems and office administration. Coordinate meetings, appointments and stakeholder communication. Capture, consolidate and report programme performance information. Administer financial records, monitor expenditure and prepare budget reports. Maintain office equipment, supplies and electronic information management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/297 : **DISASTER OFFICER REF NO: DARDLEA/2026/08/52**
Sub Directorate: Agricultural Disaster and Risk Management Services

SALARY : R413 001 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma in Public Administration or a related qualification recognised by SAQA. A minimum of 3 years' relevant experience in an administrative environment or related field. Skills And Competencies: Sound knowledge of financial and procurement procedures. Knowledge and understanding of departmental policies, procedures and prescripts. Sound knowledge and understanding of the legislative and regulatory framework governing the Public Service, including the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act (PPFA), and other legislation relevant to the post. Strong verbal and written communication skills. Ability to interact effectively with supervisors, colleagues and external stakeholders. Good organisational, interpersonal and administrative skills. Computer literacy, including proficiency in MS Word, Excel and PowerPoint. Ability to work independently and as part of a team. Ability to work under pressure, multitask, work extended hours when required, and perform duties with minimal supervision. The successful candidate must demonstrate responsibility, integrity, loyalty and honesty. A valid driver's license will be an added advantage.

DUTIES : Provide administrative and clerical support to the Sub-programme. Coordinate procurement processes, including handling and processing quotations, invoices and liaising with Supply Chain Management and external stakeholders. Manage correspondence, records, filing systems and office administration. Coordinate meetings, appointments and stakeholder communication. Capture, consolidate and report programme performance information. Administer financial records, monitor expenditure and prepare budget reports. Maintain office equipment, supplies and electronic information management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/298 : **AGRICULTURAL ADVISOR: CROP PRODUCTION REF NO: DARDLEA/2026/08/53**
Sub Directorate: Ehlanzeni North District Agricultural Services

SALARY : R413 001 per annum
CENTRE : Bushbuckridge North
REQUIREMENTS : Grade 12 plus a recognised 4-year BSc Degree in Agriculture or Post Graduate Diploma in Agriculture (NQF Level 8), majoring in crop/plant production. A Post Graduate Degree will be an added advantage. A minimum of 2 years working experience in extension and advisory services. Registered with a Professional

Council (SACNASP). Skills And Competencies: Knowledge of extension methodology; Compulsory registration with Knowledge of project planning and implementation process, communication skills and report writing. Must be computer literate, Good Communication and organizational skills. Valid driver's license.

DUTIES : Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production. Advise on efficient methods and utilization of resources like soil and water. Supervise officials in the municipality, coordinate other departmental activities/ programme in the municipality, Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support. Promote the implementation of best farming practices and latest technologies. Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly reports. Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/299 : **AGRICULTURAL ADVISOR: CROP PRODUCTION REF NO: DARDLEA/2026/08/54**
Sub Directorate: Nkangala District Agricultural Services

SALARY : R413 001 per annum
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 plus a recognised 4-year BSc Degree in Agriculture or Post Graduate Diploma in Agriculture (NQF Level 8), majoring in crop/plant production. A Post Graduate Degree will be an added advantage. A minimum of 2 years working experience in extension and advisory services. Registered with a Professional Council (SACNASP). Skills And Competencies: Knowledge of extension methodology; Compulsory registration with Knowledge of project planning and implementation process, communication skills and report writing. Must be computer literate, Good Communication and organizational skills. Valid driver's license.

DUTIES : Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production. Advise on efficient methods and utilization of resources like soil and water. Supervise officials in the municipality, coordinate other departmental activities/ programme in the municipality, Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support. Promote the implementation of best farming practices and latest technologies. Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Establish and enhance the relationship with clients and stakeholders. Perform administrative and related functions. Keep farmers' database up to date. Compile and submit monthly and quarterly reports. Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/300 : **ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/55**
Sub Directorate: Ehlanzeni South District Animal Health Services

SALARY : R413 001 per annum
CENTRE : Mbombela
REQUIREMENTS : Grade 12 plus a recognised BSc Agriculture (Animal Health) Degree or a National Diploma in Animal Health, recognised by the South African Qualifications Authority (SAQA). Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. A minimum of 1-

year appropriate post-qualification-experience will be an added advantage. Skills And Competencies: Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Knowledge of animal health, disease control and animal welfare. Computer literacy in MS Package- Word, Excel, PowerPoint and Outlook. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required. Problem solving skills and decision-making skills and working under pressure. A valid driver's license.

DUTIES : Animal disease surveillance; detection and monitoring. Animal disease containment and control, including animal and animal products permit movement control. Plan and implement disease control measures. Conduct veterinary regulatory inspections at designated areas. Test animals for TB and CA. Provide assistance with wildlife disease investigation and research, where applicable. Provide assistance with primary animal health care- Administer prescribed medications, treatments, and vaccines under veterinary supervision. Assist with disease outbreaks, injured animals, and other animal-health emergencies. Perform basic diagnostic tests and prepare samples for veterinary laboratories. Educate animal owners and farmers about disease prevention, responsible animal care, and reporting suspected diseases. Advise farmers on animal health, hygiene, nutrition, housing, and disease prevention.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/301 : **ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/56**
Sub Directorate: Nkangala District Animal Health Services

SALARY : R413 001 per annum
CENTRE : Emakhazeni Municipality
REQUIREMENTS : Grade 12 plus a recognised BSc Agriculture (Animal Health) Degree or a National Diploma in Animal Health, recognised by the South African Qualifications Authority (SAQA). Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. A minimum of 1-year appropriate post-qualification-experience will be an added advantage. Skills And Competencies: Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Knowledge of animal health, disease control and animal welfare. Computer literacy in MS Package- Word, Excel, PowerPoint and Outlook. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required. Problem solving skills and decision-making skills and working under pressure. A valid driver's license.

DUTIES : Animal disease surveillance; detection and monitoring. Animal disease containment and control, including animal and animal products permit movement control. Plan and implement disease control measures. Conduct veterinary regulatory inspections at designated areas. Test animals for TB and CA. Provide assistance with wildlife disease investigation and research, where applicable. Provide assistance with primary animal health care- Administer prescribed medications, treatments, and vaccines under veterinary supervision. Assist with disease outbreaks, injured animals, and other animal-health emergencies. Perform basic diagnostic tests and prepare samples for veterinary laboratories. Educate animal owners and farmers about disease prevention, responsible animal care, and reporting suspected diseases. Advise farmers on animal health, hygiene, nutrition, housing, and disease prevention.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/302 : **ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/57**
Sub Directorate: Gert Sibande District Animal Health Services

SALARY : R413 001 per annum
CENTRE : Mkhondo Municipality
REQUIREMENTS : Grade 12 plus a recognised BSc Agriculture (Animal Health) Degree or a National Diploma in Animal Health, recognised by the South African Qualifications Authority (SAQA). Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. A minimum of 1-year appropriate post-qualification-experience will be an added advantage. Skills And Competencies: Animal Diseases Act, 1984. Veterinary and Para-

veterinary Professions Act, 1982. Animal Identification Act, 2002. Knowledge of animal health, disease control and animal welfare. Computer literacy in MS Package- Word, Excel, PowerPoint and Outlook. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required. Problem solving skills and decision-making skills and working under pressure. A valid driver's license.

DUTIES : Animal disease surveillance; detection and monitoring. Animal disease containment and control, including animal and animal products permit movement control. Plan and implement disease control measures. Conduct veterinary regulatory inspections at designated areas. Test animals for TB and CA. Provide assistance with wildlife disease investigation and research, where applicable. Provide assistance with primary animal health care- Administer prescribed medications, treatments, and vaccines under veterinary supervision. Assist with disease outbreaks, injured animals, and other animal-health emergencies. Perform basic diagnostic tests and prepare samples for veterinary laboratories. Educate animal owners and farmers about disease prevention, responsible animal care, and reporting suspected diseases. Advise farmers on animal health, hygiene, nutrition, housing, and disease prevention.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/303 : **ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/2026/08/58**
Sub Directorate: Ehlanzeni North District Animal Health Services

SALARY : R413 001 per annum
CENTRE : Bushbuckridge North
REQUIREMENTS : Grade 12 plus a recognised BSc Agriculture (Animal Health) Degree or a National Diploma in Animal Health, recognised by the South African Qualifications Authority (SAQA). Current registration with the South African Veterinary Council (SAVC) as an Animal Health Technician. A minimum of 1-year appropriate post-qualification-experience will be an added advantage. Skills And Competencies: Animal Diseases Act, 1984. Veterinary and Para-veterinary Professions Act, 1982. Animal Identification Act, 2002. Knowledge of animal health, disease control and animal welfare. Computer literacy in MS Package- Word, Excel, PowerPoint and Outlook. Good communication (written and verbal) and interpersonal skills. Report writing and administrative skills. Ability to work independently and in multidisciplinary teams. Willingness to travel extensively and work after hours when required. Problem solving skills and decision-making skills and working under pressure. A valid driver's license.

DUTIES : Animal disease surveillance; detection and monitoring. Animal disease containment and control, including animal and animal products permit movement control. Plan and implement disease control measures. Conduct veterinary regulatory inspections at designated areas. Test animals for TB and CA. Provide assistance with wildlife disease investigation and research, where applicable. Provide assistance with primary animal health care- Administer prescribed medications, treatments, and vaccines under veterinary supervision. Assist with disease outbreaks, injured animals, and other animal-health emergencies. Perform basic diagnostic tests and prepare samples for veterinary laboratories. Educate animal owners and farmers about disease prevention, responsible animal care, and reporting suspected diseases. Advise farmers on animal health, hygiene, nutrition, housing, and disease prevention.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/304 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: DARDLEA/2026/08/59**
Sub Directorate: Nkangala District Sustainable Resource Management

SALARY : R407 337 per annum
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 plus a recognised National Diploma in Civil Engineering (NQF Level 6) recognised by SAQA. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician. Sound knowledge and understanding of civil engineering principles and practices, technical drawings, surveying, project cost estimation, construction monitoring, quality control, construction contract administration and technical report writing. Knowledge of project management principles and applicable

engineering standards. Computer literacy, including proficiency in AutoCAD and standard Microsoft Office applications. Ability and willingness to travel extensively and conduct site inspections within the District and Province. Skills And Competencies: Technical problem solving, Teamwork and communication, Planning and organizing, Report writing and documentation, Project implementation and quality assurance, Commitment to ethical standards and public service values. A valid driver's license.

DUTIES : Assist with the planning, design, implementation, monitoring and maintenance of agricultural and rural infrastructure projects under the supervision of registered engineering professionals. Conduct site inspections and surveys; interpret engineering drawings, specifications and bills of quantities; and assist with the preparation of designs, drawings, cost estimates and technical specifications. Monitor construction activities to ensure compliance with approved designs, drawings, specifications, applicable engineering standards and contractual requirements. Assist with quality assurance and quality control, including the measurement and verification of completed work, assessment of contractor progress and preparation of supporting documentation for payment certificates. Assist with construction contract administration and monitor compliance with applicable occupational health and safety, environmental and statutory requirements. Participate in project planning, site and progress meetings, practical completion inspections and infrastructure condition assessments. Liaise with farmers, contractors, consultants, municipalities, departmental officials and other stakeholders regarding the implementation of agricultural infrastructure projects. Prepare and maintain technical reports, progress reports, drawings, schedules, databases and infrastructure records. Provide technical support and guidance to departmental construction teams, artisans, interns and other technical personnel, where required, and participate in community engagement and capacity-building initiatives.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/305 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A AGRONOMY REF NO: DARDLEA/2026/08/60**
Sub Directorate: Gert Sibande Agricultural District Services

SALARY : R407 337 per annum
CENTRE : Nooitgedacht
REQUIREMENTS : Grade 12 and a recognised BSc Degree/BTech (NQF 7) in Crop Science or Agronomy or Horticulture as recognised by SAQA. Valid compulsory registration with SACNASP. Three (3) years' post qualification technical (scientific) experience. Skills And Competencies: Knowledge of the fundamentals of plant/crop production. Knowledge of safety protocols and compliance measures within an agricultural work environment. Knowledge of plant physiology, plant pathology, and agronomy will be an added advantage. Strong attention to detail and accuracy. Ability to work independently and as part of the team. Ability to maintain clean and organized work environment. Ability to follow all relevant policies and procedures. Project management, good communication and interpersonal skills. Data analysis and technical report writing skills. Must be computer literate (MS Word, MS Excel and MS Power Point). Must have a valid driver's licence.

DUTIES : To provide technical support to the Plant Research and Technology Development Services. Collect, capture, process, and interpret technical data related to crop growth and development. Maintain accurate records of experiments, trials, and observations. Assist in the analysis of data using appropriate software and techniques. Provide technical support to researchers and other staff. Participate in project meetings and discussions. Assist with other tasks as assigned by supervisors.

ENQUIRIES : Ms. N Hlatshwayo (017) 819 5377 or Ms. K.L. Mdlalose (017) 819 5377

POST 31/306 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/2026/08/61**
Sub Directorate: Nkangala District Environmental Empowerment District Services

SALARY : R357 597 per annum
CENTRE : KwaMhlanga
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification, a valid driver's license. A specialization

in environmental education and/or social ecology, as well as work experience in the environmental empowerment field will be an added advantage. Skills And Competencies: Knowledge of National Environmental Management Act, Climate Change Act, Environmental Education policies, guidelines, norms and standards related to environmental prescripts. Understanding of Public Services Regulatory Framework (Public Service Act, and Public Services Regulations Act and Public Finance Management Act), Ability to work independently and in multi-disciplinary team. Excellent verbal and written communication skills as well as project administration. Innovative, creative, and ability to operate Microsoft office programmes (Excel, Word and PowerPoint). Ability to work under pressure with strict timelines.

DUTIES : Provide public environmental awareness and education, capacity building, and empowerment services. Implement appropriate environmental awareness raising activities, and environmental education programmes and projects. Conduct environmental awareness and education activities to enhance the participation of community groups, stakeholders, municipalities, and schools in environmental empowerment services. Perform environmental empowerment services, programmes, projects and activities in line with the Annual performance plan (APP). Ensuring performance and reporting is in line with public sector prescripts including the Performance Management and Development System (PMDS).

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/307 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/2026/08/62**
Sub Directorate: Ehlanzeni South District Environmental Empowerment District Services

SALARY : R357 597 per annum
CENTRE : Barberton
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A specialization in environmental education and/or social ecology, as well as work experience in the environmental empowerment field will be an added advantage. Skills And Competencies: Knowledge of National Environmental Management Act, Climate Change Act, Environmental Education policies, guidelines, norms and standards related to environmental prescripts. Understanding of Public Services Regulatory Framework (Public Service Act, and Public Services Regulations Act and Public Finance Management Act), Ability to work independently and in multi-disciplinary team. Excellent verbal and written communication skills as well as project administration. Innovative, creative, and ability to operate Microsoft office programmes (Excel, Word and PowerPoint). Ability to work under pressure with strict timelines. A valid driver's license.

DUTIES : Provide public environmental awareness and education, capacity building, and empowerment services. Implement appropriate environmental awareness raising activities, and environmental education programmes and projects. Conduct environmental awareness and education activities to enhance the participation of community groups, stakeholders, municipalities, and schools in environmental empowerment services. Perform environmental empowerment services, programmes, projects and activities in line with the Annual performance plan (APP). Ensuring performance and reporting is in line with public sector prescripts including the Performance Management and Development System (PMDS).

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/308 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/2026/08/63**
Sub Directorate: Nkangala District Environmental Empowerment District Services

SALARY : R357 597 per annum
CENTRE : Emalahleni
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A specialization in environmental education and/or social ecology, as well as work experience in the environmental empowerment field will be an added advantage. Skills And

Competencies: Knowledge of National Environmental Management Act, Climate Change Act, Environmental Education policies, guidelines, norms and standards related to environmental prescripts. Understanding of Public Services Regulatory Framework (Public Service Act, and Public Services Regulations Act and Public Finance Management Act), Ability to work independently and in multi-disciplinary team. Excellent verbal and written communication skills as well as project administration. Innovative, creative, and ability to operate Microsoft office programmes (Excel, Word and PowerPoint). Ability to work under pressure with strict timelines. A valid driver's license.

DUTIES : Provide public environmental awareness and education, capacity building, and empowerment services. Implement appropriate environmental awareness raising activities, and environmental education programmes and projects. Conduct environmental awareness and education activities to enhance the participation of community groups, stakeholders, municipalities, and schools in environmental empowerment services. Perform environmental empowerment services, programmes, projects and activities in line with the Annual performance plan (APP). Ensuring performance and reporting is in line with public sector prescripts including the Performance Management and Development System (PMDS).

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/309 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/2026/08/64**
Sub Directorate: Gert Sibande District Environmental Empowerment District Services

SALARY : R357 597 per annum
CENTRE : Ermelo
REQUIREMENTS : Grade 12 plus a recognised Bachelor's Degree (NQF7) in environmental Science fields or related qualification. A specialization in environmental education and/or social ecology, as well as work experience in the environmental empowerment field will be an added advantage. Skills And Competencies: Knowledge of National Environmental Management Act, Climate Change Act, Environmental Education policies, guidelines, norms and standards related to environmental prescripts. Understanding of Public Services Regulatory Framework (Public Service Act, and Public Services Regulations Act and Public Finance Management Act), Ability to work independently and in multi-disciplinary team. Excellent verbal and written communication skills as well as project administration. Innovative, creative, and ability to operate Microsoft office programmes (Excel, Word and PowerPoint). Ability to work under pressure with strict timelines. A valid driver's license.

DUTIES : Provide public environmental awareness and education, capacity building, and empowerment services. Implement appropriate environmental awareness raising activities, and environmental education programmes and projects. Conduct environmental awareness and education activities to enhance the participation of community groups, stakeholders, municipalities, and schools in environmental empowerment services. Perform environmental empowerment services, programmes, projects and activities in line with the Annual performance plan (APP). Ensuring performance and reporting is in line with public sector prescripts including the Performance Management and Development System (PMDS).

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/310 : **RISK OFFICER REF NO: DARDLEA/2026/08/65**
Directorate: Risk and Ethics Management Services

SALARY : R338 106 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma (NQF 6) in Risk or Integrity Management /Internal Audit/ Accounting/ Public Finance/Public Management. 1-3 years' related experience in Risk Management services. Integrity/ Ethics Management is an added advantage. Skills And Competencies: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Financial Management Principles, Financial Accounting Principles, Public Service Act, Public Service Regulations, BAS system. Basic Conditions of Employment Act, 75 of 1997 and Provincial Treasury Directives. Possess skills on policy

management, communication (verbal and written), presentation, resource management, conflict resolution, customer and quality management, Problem solving and decision making. Ability to work under pressure. A valid driver's license.

DUTIES : Promote risk management by undertaking initiatives aimed at creating and enhancing RM. Facilitate the implementation of risk management norms and standards in the department. Facilitate risk assessment exercises for different programs within the department. Monitor and report on various aspects of Risk Management. Assist the RMC, management and other officials by providing support on Risk Management. Facilitate the applications for Remunerative Work Outside the Public Service (RWOPS). Facilitate the processes of Financial Disclosures.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/311 : **INTERNAL AUDIT REF NO: DARDLEA/2026/08/66**
Directorate: Internal Audit Services

SALARY : R338 106 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma in Internal Auditing / Risk Management, Accounting and Cost Management as recognised by South African Qualifications Authority (SAQA). (1) year Internal audit experience as an Internal Auditor. Registration with IIA (Institute for Internal Auditors) will be an added advantage. Skills And Competencies: Knowledge of Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Internal Audit framework and methodologies, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Interpersonal relations and Communication skills (verbal and written), Computer Literacy, ability to work in a team and under pressure. Client orientation and customer focus. A valid Driver's license.

DUTIES : Evaluate the internal control systems, risk management and governance process of the Department. Gather related legislations, acts, policies; develop audit programme, execute the audits based on the audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do filing and referencing Audit files. Conduct audits in compliance with Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Perform follow up audits to performance whether all agreed rectification plans have been implemented. Conduct ad hoc audits functions as requested.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/312 : **STATE ACCOUNTANT FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DARDLEA/2026/08/67**
Directorate: Management Accounting Services

SALARY : R338 106 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) in Accounting / Cost / Management Accounting / Finance Management will be an added advantage. Minimum of 1-2 years related experience in the finance environment or related field. Skills And Competencies: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping. A valid driver's license.

DUTIES : Develop financial management policies processes and procedures. Provision of support and advise programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile financial statement for Annual reporting. Provide support for the budget preparation process.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/313 : **STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: DARDLEA/2026/08/68**
Directorate: Management Accounting Services

SALARY : R338 106 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate qualification NQF level 6 or related qualifications as recognised by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. At least a minimum of 2 years' experience in the same or related field. Skills And Competencies: Knowledge and understanding of legislative framework governing Public Service, PFMA, National Treasury MTEF guidelines and Treasury Regulations. Financial Management communication, Reporting procedures, Computer Literacy. Knowledge of BAS will be an added advantage. A valid driver's license.
DUTIES : Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/314 : **STATE ACCOUNTANT: CONTRACT AND PERFORMANCE REF NO: DARDLEA/2026/08/69**
Directorate: Supply Chain and Logistics Services

SALARY : R338 106 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) in Supply Chain Management or other related qualification with a minimum 03 years work experience in Supply Chain Management. Skills And Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other related procurement prescripts Knowledge of BAS, Logis and BPA systems. Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies. A valid driver's license.
DUTIES : To develop and update contract register, evaluate contract performance, Serve as a secretariat of the Bid Adjudication Committee. Perform general contract administrative duties, evaluate performance of SCM officials, Report on equity/empowerment contracts, Safeguarding of contract related documentation and files. Ensure that all active contracts are captured on contract management systems. Ensure compliance with SCM policies and applicable prescripts. Contribute to contract dispute resolutions through the Contract Management Committee.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/315 : **ADMINISTRATIVE OFFICER: ASSET AND FACILITIES MANAGEMENT REF NO: DARDLEA/08/70**
Sub Directorate: Nkangala District Financial Services

SALARY : R338 106 per annum
CENTRE : KwaMhlanga District Office
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) in Financial Management or related qualification. Minimum of 1 - 2 years related financial or Asset Management experience; Knowledge of Supply Chain Management Framework, Supply Chain Management acquisition practices, National Treasury Regulations and Policy Development. Skills and Competencies: Computer literacy; People Management skills; Project Management skills; Report writing skills; Planning and Organising; Innovation/Creativity; Presentation and facilitation; Analytical skills; Problem

solving and Decision-making skills; Ability to work under pressure. Ability to communicate effectively in both written and verbal form. Proficiency in a wide range of computer software, particularly MS Office Suite, PowerPoint, Excel and MS Word. Financial analysis, risk assessment, asset register management, and proficiency in asset management software and MS Office. Organizational skills for managing assets, staff, and stakeholders effectively. A valid driver's license.

DUTIES : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the related policy and procedures. Promote correct implementation of sound asset management practices by informing, guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, annual physical asset management planning.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/316 : **STATE ACCOUNTANT BUDGET, REVENUE, EXPENDITURE AND SALARY SERVICES REF NO: DARDLEA/2026/08/71**
Directorate: Nkangala District Financial Services

SALARY : R338 106 per annum
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) in Accounting, Financial Management, or related field. At least 2 years of experience in the related financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government relevant legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. A valid driver's licence.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorising financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation repots on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filling and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to queries from internal and external clients. Print BAS reports and distribute to the related managers.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/317 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SERVICES REF NO: DARDLEA/2026/08/72**
Sub Directorate: Gert Sibande District Financial Services

SALARY : R338 106 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF 6) in Supply Chain Management, Finance or related field. Minimum of 1-2 years related experience in a Financial Accounting or related field knowledge of Financial Management. Skills and Competencies: Sound communication (written and verbal) skills and competencies. Knowledge of procurement processes. Knowledge of transversal systems (LOGIS, BAS and have at one year working on LOGIS and BAS to interpret and implement policies. Sound

knowledge of Public Finance Management Act (PFMA), and financial prescripts. Ability to work under pressure. A valid driver's licence.

DUTIES : Manage the procurement of goods and services. Processing requisitions and purchase orders, managing suppliers, supplier database, and supporting procurement activities like sourcing quotes and managing bids, logistics, such as receiving, verifying, and preparation of tender /bid documents, and ensure SCM compliance and accurate reporting, receiving invoices BPA and LOGIS system. Ensure all SCM activities comply with related legislation and policies Compile and submit reports on purchase requisitions, purchase orders, and other SCM data. Follow up on outstanding invoices and ensure timely payment. Respond to queries from internal and external clients.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/318 : **ADMINISTRATIVE OFFICER REF NO: DARDLEA/2026/08/73**
Sub Directorate: Gert Sibande Agricultural District Services

SALARY : R338 106 per annum
CENTRE : Pixley Ka-isaka Seme Municipality
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF Level 6) qualification in Office Administration or equivalent. Two (2) years' experience post qualification in a related field. Skills and Competencies: Good interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Strategic, analytical and creative thinking skills. Understanding of financial management and procurement policies of the department. Ability to work individually and in a team. Ability to collect and interpret information and reports. Ability to work efficiently under extreme pressure. Must be computer literate (MS Word, MS Excel and MS PowerPoint). Must have a valid driver's licence.

DUTIES : Handle administrative duties in the municipality. Responsible for correspondence between the municipality and its stakeholders. Maintain filing system. Update of authorisations database. Maintain detail record of expenditure within the directorate. Assist in the compilation and administration of the budget. Administer all procurement process. Administer payment processes for the directorate. Provide administration work during recruitment and selection processes. Administer performance management processes for the directorate. Compile a training plan for the directorate. Make logistical arrangements for meetings and workshops. Prepare document packs for meetings and workshops. Take minutes of meetings. Responsible for travelling arrangements.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/319 : **ADMINISTRATIVE OFFICER REF NO: DARDLEA/2026/08/74**
Directorate: Gert Sibande District Plant Research and Technology Development Services

SALARY : R338 106 per annum
CENTRE : Nooitgedacht
REQUIREMENTS : Grade 12 plus a recognised National Diploma/Undergraduate (NQF Level 6) qualification in Office Administration or equivalent. Two (2) years' experience post qualification in a related field. Skills And Competencies: Good interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Strategic, analytical and creative thinking skills. Understanding of financial management and procurement policies of the department. Ability to work individually and in a team. Ability to collect and interpret information and reports. Ability to work efficiently under extreme pressure. Must be computer literate (MS Word, MS Excel and MS Power Point). Must have a valid driver's licence.

DUTIES : Responsible for correspondence between the directorate and its clients. Maintain filing system. Update of authorisations database. Maintain detail record of expenditure within the directorate. Assist in the compilation and administration of the budget. Administer all procurement process. Administer payment processes for the directorate. Provide administration work during recruitment and selection processes. Administer performance management processes for the directorate. Compile a training plan for the directorate. Make logistical arrangements for meetings and workshops. Prepare document packs

for meetings and workshops. Take minutes of meetings. Responsible for travelling arrangements and administer all general office administration duties.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/320 : **COMMUNITY FACILITATOR REF NO: DARDLEA/2026/08/75**
Sub Directorate: Nkangala District Agricultural Services

SALARY : R338 106 per annum
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 certificate, National Diploma / Bachelor's degree in Development studies / Community Development / Agricultural Extension / Public Administration / Public management or any equivalent and relevant qualification (NQF level 7). Experience in the field of community engagement will be an added advantage. Skills and Competencies: Excellent written and verbal communication skills. Strong interpersonal skills. A strong understanding of community and group dynamics, Ability to identify challenges, propose possible solution and convince the affected people of the proposed solutions. make informed decisions. Understanding of government prescripts like the Batho Pele. and organisational skills, Computer literate. A valid driver's license.

DUTIES : To engage communities on departmental projects. Provide social facilitation to programs and projects that are funded by the department. Identify and engage relevant stakeholders in communities where the department is implementing projects. Act as a bridge between the departmental programs and communities which are beneficiaries of the department. Ensure proper engagements with local stakeholders when any kind of development is brought by the department. Conducting awareness campaigns and stakeholders are well coordinated when it comes to development by the department in the local communities. Conducting stakeholder engagements and be able to give feedback to the community and the department. Ensure provision of support to all departmental projects from inception until completion. Ensuring that communities are well sensitised in the rural development space. Ensure that there is proper alignment between projects implemented and the goal of the directorate. Coordinate the implementation of rural projects in the province, ensure that beneficiaries are linked to different stakeholders. Application of relevant legislations that talks to rural development.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/321 : **COMMUNITY FACILITATOR REF NO: DARDLEA/2026/08/76**
Sub Directorate: Gert Sibande District Agricultural Services

SALARY : R338 106 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Grade 12 certificate, National Diploma / Bachelor's degree in Development studies / Community Development / Agricultural Extension / Public Administration / Public management or any equivalent and relevant qualification (NQF level 7). Experience in the field of community engagement will be an added advantage. Skills and Competencies: Excellent written and verbal communication skills. Strong interpersonal skills. A strong understanding of community and group dynamics, Ability to identify challenges, propose possible solution and convince the affected people of the proposed solutions. make informed decisions. Understanding of government prescripts like the Batho Pele. and organisational skills, Computer literate. A valid driver's license.

DUTIES : To engage communities on departmental projects. Provide social facilitation to programs and projects that are funded by the department. Identify and engage relevant stakeholders in communities where the department is implementing projects. Act as a bridge between the departmental programs and communities which are beneficiaries of the department. Ensure proper engagements with local stakeholders when any kind of development is brought by the department. Conducting awareness campaigns and stakeholders are well coordinated when it comes to development by the department in the local communities. Conducting stakeholder engagements and be able to give feedback to the community and the department. Ensure provision of support to all departmental projects from inception until completion. Ensuring that communities are well sensitised in the rural development space. Ensure that there is proper

alignment between projects implemented and the goal of the directorate. Coordinate the implementation of rural projects in the province, ensure that beneficiaries are linked to different stakeholders. Application of relevant legislations that talks to rural development.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/322 : **SENIOR VET SUPPORT OFFICER REF NO: DARDLEA/2026/08/77**
Sub Directorate: Ehlanzeni North District Animal Health Services

SALARY : R280 278 per annum
CENTRE : Thulamahashe
REQUIREMENTS : Grade 12 plus a National Diploma / Undergraduate in Administration and minimum 1-2 experience an added advantage. Skills And Competencies: Knowledge of the relevant legislation, policies prescripts and procedures. Knowledge of Batho Pele principles and the public servant's code of conduct. High level of reliability and confidentiality. Language skills and ability to communicate well with people at different levels and different backgrounds. Good interpersonal skills. Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint) and internet proficiency. Planning and organising. Analytical, Database Management, Report writing, Interpersonal skills, Problem solving. Ability to work independently and as part of a team. Work under pressure and meet deadlines. A valid driver's license.

DUTIES : Assist with human resource development matters. Logistical duties and supervision of general workers. Provide administrative support to the state veterinary office. Manage and maintain files, registers, records and databases. Capture and update animal-health information and statistics. Prepare reports, correspondence, minutes and other official documents. Assist with planning and coordinating veterinary programmes and activities. Arrange and coordinate meetings, workshops and stakeholder engagements. Assist with procurement and financial administration, including requisitions, invoices and expenditure records. Monitor and manage office equipment, supplies and assets. Assist veterinary personnel with logistical arrangements for field visits, inspections and animal-health campaigns. Communicate with farmers, livestock owners, veterinary staff and other government officials. Maintain confidentiality and ensure that government policies, procedures and legislation are followed. Assist with data collection, monitoring and reporting on animal-health activities. Provide support during animal-disease control programmes and campaigns where required. Perform general administrative duties and any other tasks delegated by the supervisor.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/323 : **SECRETARY REF NO: DARDLEA/2026/08/78**
Directorate: Legal Services

SALARY : R237 453 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Secretarial Diploma or related qualification. Experience in rendering secretarial/administrative support services. Driver's license will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the

Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/324 : **SECRETARY REF NO: DARDLEA/2026/08/79**
Directorate: Strategic Planning and Policy Development Services

SALARY : R237 453 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Secretarial Diploma or related qualification. Experience in rendering secretarial/administrative support services. Driver's license will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organisational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/325 : **SECRETARY REF NO: DARDLEA/2026/08/80**
Directorate: General and Integrated Waste Management, Waste Economics & Licensing Services

SALARY : R237 453 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognised Secretarial Diploma or related qualification. Experience in rendering secretarial / administrative support services. Driver's license will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 31/326	:	**SECRETARY REF NO: DARDLEA/2026/08/81** Directorate: Ehlanzeni North District Services
SALARY	:	R237 453 per annum
CENTRE	:	Ehlanzeni North District
REQUIREMENTS	:	Grade 12 plus a recognised Secretarial Diploma or related qualification. Experience in rendering secretarial/administrative support services. Driver's license will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
DUTIES	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
ENQUIRIES	:	Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078
POST 31/327	:	**ADMINISTRATIVE CLERK REF NO: DARDLEA/2026/08/82** Sub Directorate: Ehlanzeni South Environmental Empowerment Services
SALARY	:	R237 453 per annum
CENTRE	:	Tonga
REQUIREMENTS	:	Grade 12 plus a recognised Higher Certificate / National Diploma in Public Administration, experience in an administrative field, Knowledge of the Financial and Procurement procedures. Knowledge and understanding of the Departmental procedures and prescripts / policies. Knowledge and understanding of the relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act No 1 of 1999) Driver's license. Skills And Competencies: Strong communication skills (writing and verbal), Ability to interact productively with supervisors, peers and external role players, good organizational skills, interpersonal skills, good computer skills (MS Word, Excel, PowerPoint), Ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty
DUTIES	:	Provide administrative and logistical support, typing and proof-reading documents, manage incoming and outgoing documents, and provide budgetary support. Provide administration support, document filing and tracking. Provide inventory control support. Consolidate and compile Portfolio of Evidence in preparation for Audit.
ENQUIRIES	:	Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000
POST 31/328	:	**ADMINISTRATIVE CLERK REF NO: DARDLEA/2026/08/83** Sub Directorate: Gert Sibande Environmental Empowerment Services
SALARY	:	R237 453 per annum
CENTRE	:	Gert Sibande District
REQUIREMENTS	:	Grade 12 plus a recognised Higher Certificate / National Diploma in Public Administration, experience in an administrative field, Knowledge of the Financial and Procurement procedures. Knowledge and understanding of the Departmental procedures and prescripts / policies. Knowledge and understanding of the relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act No 1 of 1999) Driver's license. Skills And Competencies: Strong communication skills (writing and verbal), Ability to interact productively with supervisors, peers and external

role players, good organizational skills, interpersonal skills, good computer skills (MS Word, Excel, PowerPoint), Ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.

DUTIES : Provide administrative and logistical support, typing and proof-reading documents, manage incoming and outgoing documents, and provide budgetary support. Provide administration support, document filing and tracking. Provide inventory control support. Consolidate and compile Portfolio of Evidence in preparation for Audit.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/329 : **ADMINISTRATIVE CLERK REF NO: DARDLEA/2026/08/84**
Sub Directorate: Nkangala Environmental Empowerment Services

SALARY : R237 453 per annum
CENTRE : KwaMhlanga
REQUIREMENTS : Grade 12 plus a recognised Higher Certificate/National Diploma in Public Administration, experience in an administrative field, Knowledge of the Financial and Procurement procedures. Knowledge and understanding of the Departmental procedures and prescripts / policies. Knowledge and understanding of the relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act No 1 of 1999) Driver's license. Skills And Competencies: Strong communication skills (writing and verbal), Ability to interact productively with supervisors, peers and external role players, good organizational skills, interpersonal skills, good computer skills (MS Word, Excel, PowerPoint), Ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.

DUTIES : Provide administrative and logistical support, typing and proof-reading documents, manage incoming and outgoing documents, and provide budgetary support. Provide administration support, document filing and tracking. Provide inventory control support. Consolidate and compile Portfolio of Evidence in preparation for Audit.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/330 : **ADMINISTRATIVE CLERK REF NO: DARDLEA/2026/08/85**
Sub Directorate: Nkangala Environmental Empowerment Services

SALARY : R237 453 per annum
CENTRE : Emalahleni
REQUIREMENTS : Grade 12 plus a recognised Higher Certificate / National Diploma in Public Administration, experience in an administrative field, Knowledge of the Financial and Procurement procedures. Knowledge and understanding of the Departmental procedures and prescripts / policies. Knowledge and understanding of the relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act No 1 of 1999) Driver's license. Skills And Competencies: Strong communication skills (writing and verbal), Ability to interact productively with supervisors, peers and external role players, good organizational skills, interpersonal skills, good computer skills (MS Word, Excel, PowerPoint), Ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.

DUTIES : Provide administrative and logistical support, typing and proof-reading documents, manage incoming and outgoing documents, and provide budgetary support. Provide administration support, document filing and tracking. Provide inventory control support. Consolidate and compile Portfolio of Evidence in preparation for Audit.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/331 : **REGISTRY CLERK REF NO: DARDLEA/2026/08/86**
Sub Directorate: Nkangala District Corporate Service

SALARY : R237 453 per annum

CENTRE	:	Nkangala District
REQUIREMENTS	:	Grade 12 plus a recognised Higher Certificate / National Diploma qualification in records management or related field. A valid driver's license will be an added advantage. Skills And Competencies: Good verbal and written communication skills, knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure. Knowledge of the records management policy, procedures and manuals. Knowledge of legislative framework governing records management such as Promotion of Access to Information Act etc, will serve as advantage.
DUTIES	:	Responsible for safekeeping of current, closed and terminated departmental records. Filing and retrieval of records as per the National Archives Act and other prescripts. Ensure compliance with all relevant acts. Develop and manage all registers utilized by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to internal and external clients. Implement records management policy and procedures. Ensure the use of the file plan, indexing and referencing of documents by all personnel before filing. Provide recommendations for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Render effective filing and record management service. Assist in compiling report regarding records management.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/332	:	**DRIVER OPERATOR REF NO: DARDLEA/2026/08/87** Sub Directorate: Ehlanzeni South Engineering Services
SALARY	:	R201 093 per annum
CENTRE	:	Tonga
REQUIREMENTS	:	Grade 12 or an equivalent appropriate qualification recognised by SAQA. A valid driver's licence code C1/code 10 minimum. Professional Driving Permit (PrDP is required). Experience in driving and operating specialised vehicles, agricultural machinery and equipment. Skills And Competencies: Knowledge of driving and operating specialised vehicles, agricultural machinery and equipment, including basic inspection and maintenance procedures. Knowledge of occupational health and safety requirements applicable to vehicle and machinery operation. Ability to read, write and maintain basic operational records, interpret operating and safety manuals, identify and report defects, and work independently as well as part of a team. Good communication skills, good eyesight, and the physical ability to safely perform the duties of the post.
DUTIES	:	Operate departmental vehicles, specialised equipment and agricultural machinery in accordance with prescribed procedures and safety requirements. Transport departmental officials, work teams, agricultural inputs, materials and equipment, including loading and offloading where required. Conduct routine inspections, basic maintenance and condition checks of vehicles, machinery and equipment, and report defects. Maintain accurate logbooks, trip authorisations. inspection checklists and other prescribed record. Assist with agricultural infrastructure, production support and the operation of machinery and equipment at departmental facilities and project sites. Detect and report mechanical faults and facilitate the repair of defective vehicles, machinery and equipment. Comply with departmental policies, procedures, occupational health and safety requirements, and applicable legislation.
ENQUIRIES	:	Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000
POST 31/333	:	**DRIVER OPERATOR REF NO: DARDLEA/2026/08/88** Sub Directorate: Nkangala Veterinary District Services
SALARY	:	R201 093 per annum
CENTRE	:	Kwaggafointein Veterinary Clinic
REQUIREMENTS	:	Grade 12, previous driving experience, particularly with government, field-service or heavy vehicles-minimum 2 years working experience as a driver. A valid driver's licence code C1/code 10 minimum. Professional Driving Permit (PrDP is required). Skills And Competencies: Equipment operation and care, Physical inspection and safety compliance Problem-solving and basic mechanical insight, Communication and teamwork, Record-keeping and time management. Must be multilingual (ability to speak English will be an added advantage). Should be able to read and write. Ability to work independently and

in multidisciplinary teams. Willingness to travel extensively and work after hours when required. Basic knowledge of occupational health, safety and hygiene/biosecurity.

DUTIES : Drive the veterinary mobile clinic vehicle safely to farms, villages, dip tanks and other service points. Transport veterinary and para-veterinary and support staff. Transport veterinary equipment, medicines, vaccines, personal protective clothing and other supplies. Assist with loading and off-loading equipment and supplies. Ensure that equipment is secured safely during transportation. Conduct daily vehicle inspections and check fuel, tyres, oil, water, lights and brakes. Report mechanical faults and arrange servicing or repairs through the appropriate channels. Keep the vehicle clean, hygienic and in good working condition. Assist with setting up and packing up the mobile clinic at service locations. Help maintain cleanliness and biosecurity of the mobile clinic and equipment. Assist with transporting animal specimens/samples to laboratories according to instructions. Ensure medicines, vaccines and other veterinary supplies are transported safely and appropriately. Assist with maintaining the cold chain for vaccines, where this forms part of the assigned duties. Maintain accurate vehicle logbooks, trip sheets, mileage and fuel records. Follow approved routes and schedules and report delays or incidents. Observe road-traffic, occupational-health and safety regulations. Safeguard government property, equipment and supplies entrusted to the mobile clinic. Perform other reasonable duties assigned by the supervisor or veterinary services manager.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/334 : **DIPTANK ASSISTANT REF NO: DARDLEA/2026/08/89**
Sub Directorate: Ehlanzeni South District Animal Health Services

SALARY : R201 093 per annum
CENTRE : Nkomazi
REQUIREMENTS : Grade 12 or Equivalent Qualification. Experience in animal handling will be an added advantage. A valid Code B/EB or higher driver's licence Skills and Competencies: Good verbal and written communication skills and ability to communicate with farmers/clients and other levels of communities. Problem solving skills. Competent with livestock handling. Ability to work under pressure. Basic Computer skills.

DUTIES : Render animal dipping services. Minor maintenance of animal handling and dipping infrastructure. Assist with animal disease control including vaccinations, treatments, castration/dehorning and animal restraint. Assist with community co-ordination and reporting. Counting and recording of animals. Maintaining the correct dip-tank water level, mixing dipping material, Monitoring dipping, Cleaning the dip tank area. Safeguarding dipping chemicals, and assisting with vaccinations, treatments, castration/dehorning and animal restraint.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/335 : **DIPTANK ASSISTANT REF NO: DARDLEA/2026/08/90**
Sub Directorate: Ehlanzeni North Animal Health Services

SALARY : R201 093 per annum
CENTRE : Bushbuckridge North
REQUIREMENTS : Grade 12 or Equivalent Qualification. Experience in animal handling will be an added advantage. A valid Code B/EB or higher driver's licence Skills and Competencies: Good verbal and written communication skills and ability to communicate with farmers/clients and other levels of communities. Problem solving skills. Competent with livestock handling. Ability to work under pressure. Basic Computer skills.

DUTIES : Render animal dipping services. Minor maintenance of animal handling and dipping infrastructure. Assist with animal disease control including vaccinations, treatments, castration/dehorning and animal restraint. Assist with community co-ordination and reporting. Counting and recording of animals. Maintaining the correct dip-tank water level, mixing dipping material, Monitoring dipping, Cleaning the dip tank area. Safeguarding dipping chemicals, and assisting with vaccinations, treatments, castration/dehorning and animal restraint.

ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/336	:	**DIPTANK ASSISTANT REF NO: DARDLEA/2026/08/91** Sub Directorate: Ehlanzeni North District Animal Health Services
SALARY	:	R201 093 per annum
CENTRE	:	Bushbuckridge North
REQUIREMENTS	:	Grade 12 or Equivalent Qualification. Experience in animal handling will be an added advantage. A valid Code B/EB or higher driver's licence Skills and Competencies: Good verbal and written communication skills and ability to communicate with farmers/clients and other levels of communities. Problem solving skills. Competent with livestock handling. Ability to work under pressure. Basic Computer skills.
DUTIES	:	Render animal dipping services. Minor maintenance of animal handling and dipping infrastructure. Assist with animal disease control including vaccinations, treatments, castration/dehorning and animal restraint. Assist with community co-ordination and reporting. Counting and recording of animals. Maintaining the correct dip-tank water level, mixing dipping material, Monitoring dipping, Cleaning the dip tank area. Safeguarding dipping chemicals, and assisting with vaccinations, treatments, castration/dehorning and animal restraint.
ENQUIRIES	:	Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078
POST 31/337	:	**DIPTANK ASSISTANT REF NO: DARDLEA/2026/08/92** Sub Directorate: Nkangala Animal Health Services
SALARY	:	R201 093 per annum
CENTRE	:	Dr. JS Moroka Municipality
REQUIREMENTS	:	Grade 12 or Equivalent Qualification. Experience in animal handling will be an added advantage. A valid Code B/EB or higher driver's licence Skills and Competencies: Good verbal and written communication skills and ability to communicate with farmers/clients and other levels of communities. Problem solving skills. Competent with livestock handling. Ability to work under pressure. Basic Computer skills.
DUTIES	:	Render animal dipping services. Minor maintenance of animal handling and dipping infrastructure. Assist with animal disease control including vaccinations, treatments, castration/dehorning and animal restraint. Assist with community co-ordination and reporting. Counting and recording of animals. Maintaining the correct dip-tank water level, mixing dipping material, Monitoring dipping, Cleaning the dip tank area. Safeguarding dipping chemicals, and assisting with vaccinations, treatments, castration/dehorning and animal restraint.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/338	:	**RECEPTIONIST REF NO: DARDLEA/2026/08/93** Sub Directorate: Gert Sibande District Corporate Services
SALARY	:	R201 093 per annum
CENTRE	:	Gert Sibande District
REQUIREMENTS	:	Grade 12 plus a recognised Office Administration Certificate/Secretarial or Receptionist Certificates, Public Relations. Skills And Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Ability to work in a team and independently. Willingness to occasionally work after hours when needed. Good telephone antiquate. Knowledge of Batho Pele Principles.
DUTIES	:	Render receptionist services. Manage all incoming and outgoing calls. Transfer calls to the relevant extensions. Provide callers with the relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Maintain telephone database and internal directory as well as contact numbers of all internal and external stakeholders. Identify and report telephone faults to the supervisor. Maintain switchboard system.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
NOTE	:	Employment Equity target all races and gender or PwD (Person with Disability)

POST 31/339 : **ARTISAN AID REF NO: DARDLEA/2026/08/94**
Sub Directorate: Ehlanzeni North District Engineering Services

SALARY : R170 226 per annum
CENTRE : Thalamahashe
REQUIREMENTS : Grade 10/ABET or a related qualification recognised by SAQA. At least six (6) months' trade-related experience. Skills And Competencies: Ability to read and write. Good communication skills. Basic knowledge of maintenance within the built environment and the ability to carry out routine manual tasks. Basic maintenance skills. Ability to work safely with hand tools and electrical equipment. Ability to work effectively as part of a team. Physical fitness to perform routine manual duties. Good time-management skills. Reliability, dependability and attention to detail. Ability to follow instructions. Commitment to occupational health and workplace safety.
DUTIES : Assist with routine workshop, maintenance and built environment activities under appropriate supervision. Prepare work areas, materials, tools and equipment for maintenance activities. Load, unload and transport workshop materials, tools, equipment and departmental assets as required. Care for, clean and store tools and equipment, and report damaged or defective items. Maintain clean, safe and orderly workshops, plant rooms and work areas in compliance with occupational health and safety requirements. Handle tools, materials and equipment responsibly to prevent loss, damage or misuse. Perform other reasonable duties related to the post as instructed by the supervisor.
ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/340 : **ARTISAN AID REF NO: DARDLEA/2026/08/95**
Sub Directorate: Ehlanzeni North District Engineering Services

SALARY : R170 226 per annum
CENTRE : Thalamahashe
REQUIREMENTS : Grade 10/ABET or a related qualification recognised by SAQA. At least six (6) months' trade-related experience. Skills And Competencies: Ability to read and write. Good communication skills. Basic knowledge of maintenance within the built environment and the ability to carry out routine manual tasks. Basic maintenance skills. Ability to work safely with hand tools and electrical equipment. Ability to work effectively as part of a team. Physical fitness to perform routine manual duties. Good time-management skills. Reliability, dependability and attention to detail. Ability to follow instructions. Commitment to occupational health and workplace safety.
DUTIES : Assist with routine workshop, maintenance and built environment activities under appropriate supervision. Prepare work areas, materials, tools and equipment for maintenance activities. Load, unload and transport workshop materials, tools, equipment and departmental assets as required. Care for, clean and store tools and equipment, and report damaged or defective items. Maintain clean, safe and orderly workshops, plant rooms and work areas in compliance with occupational health and safety requirements. Handle tools, materials and equipment responsibly to prevent loss, damage or misuse. Perform other reasonable duties related to the post as instructed by the supervisor.
ENQUIRIES : Mr. S. Mogakane at 082 338 2476 or Ms. M Matsoalela at 072 459 8078

POST 31/341 : **CLEANER REF NO: DARDLEA/2026/08/96**
Sub Directorate: Ehlanzeni South District Corporate Services

SALARY : R144 024 per annum
CENTRE : Ehlanzeni South District
REQUIREMENTS : 10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain

cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/342 : **CLEANER REF NO: DARDLEA/2026/08/97**
Sub Directorate: Ehlanzeni South District Corporate Services

SALARY : R144 024 per annum
CENTRE : Ehlanzeni South District
REQUIREMENTS : 10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.
ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

POST 31/343 : **CLEANER REF NO: DARDLEA/2026/08/98**
Sub Directorate: Ehlanzeni North District Veterinary Clinical Services

SALARY : R144 024 per annum
CENTRE : Thaba Chweu State Vet Office (Lydenburg)
REQUIREMENTS : 10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Willingness to work outside normal hours, weekends or public holidays where veterinary operations require it Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.
ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/344 : **CLEANER REF NO: DARDLEA/2026/08/99**
Sub Directorate: Veterinary Clinical Services

SALARY : R144 024 per annum
CENTRE : Sybrandskraal Veterinary Clinic

REQUIREMENTS	:	10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Willingness to work outside normal hours, weekends or public holidays where veterinary operations require it Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES	:	Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
POST 31/345	:	**CLEANER REF NO: DARDLEA/2026/08/100** Sub Directorate: Gert Sibande Agricultural District Services
SALARY	:	R144 024 per annum
CENTRE	:	Lekwa Municipality
REQUIREMENTS	:	10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES	:	Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
POST 31/346	:	**CLEANER REF NO: DARDLEA/2026/08/101** Sub Directorate: Gert Sibande Agricultural District Services
SALARY	:	R144 024 per annum
CENTRE	:	Chief Albert Luthuli Municipality
REQUIREMENTS	:	10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES	:	Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when

required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.

ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/347 : **CLEANER REF NO: DARDLEA/2026/08/102**
Sub Directorate: Gert Sibande Agricultural District Services

SALARY : R144 024 per annum
CENTRE : Mkhondo Municipality
REQUIREMENTS : 10/ABET or related. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vacuum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipment's and ablution hygienic principles. Good personal and organisational skills. Communication and problem-solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.
DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the district office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.
ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/348 : **GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/103**
Sub Directorate: District Environmental Empowerment Services

SALARY : R144 024 per annum
CENTRE : Victor Khanye
REQUIREMENTS : Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES : Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 31/349 : **GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/104**
Sub Directorate: Nkangala District Environmental Empowerment Services

SALARY : R144 024 per annum
CENTRE : Victor Khanye
REQUIREMENTS : Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES : Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids

		in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/350	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/105** Sub Directorate: Nkangala District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	KwaMhlanga
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/351	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/106** Sub Directorate: Nkangala District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Mdala
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770
POST 31/352	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/107** Sub Directorate: Nkangala District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Mdala
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Mr. A Kekana at 079 630 1770

POST 31/353	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/108** Sub Directorate: Ehlanzeni South District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Tonga
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000
POST 31/354	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/109** Sub Directorate: Gert Sibande District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Elukwatini
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
POST 31/355	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/110** Sub Directorate: Gert Sibande District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Elukwatini
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/356	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/111** Sub Directorate: Gert Sibande District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Elukwatini
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
POST 31/357	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/112** Sub Directorate: Gert Sibande District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Elukwatini
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377
POST 31/358	:	**GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/113** Sub Directorate: Ehlanzeni North District Environmental Empowerment Services
SALARY	:	R144 024 per annum
CENTRE	:	Graskop
REQUIREMENTS	:	Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES	:	Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES	:	Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/359 : **GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/114**
Sub Directorate: Ehlanzeni North District Environmental Empowerment Services

SALARY : R144 024 per annum
CENTRE : Graskop
REQUIREMENTS : Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES : Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/360 : **GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/115**
Sub Directorate: Ehlanzeni North District Environmental Empowerment Services

SALARY : R144 024 per annum
CENTRE : Graskop
REQUIREMENTS : Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES : Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.
ENQUIRIES : Ms. N Hlatshwayo Tel No: (017) 819 5377 or Ms. K.L. Mdlalose Tel No: (017) 819 5377

POST 31/361 : **GENERAL ASSISTANTS REF NO: DARDLEA/2026/08/116**
Sub Directorate: Ehlanzeni South District Environmental Empowerment Services

SALARY : R144 024 per annum
CENTRE : Barberton
REQUIREMENTS : Grade 10 or ABET Level 4. Able to read and write. Working experience as cleaner in the public service will be an added advantage. Good interpersonal relations, Ability to work in a team. Knowledge of Batho Pele Principles. Be Able to deliver service under pressure. Skills And Competencies: Knowledge of cleaning techniques (sweeping, scrubbing, mopping, polishing, disinfecting, waxing) for floors, offices, boardrooms, and restrooms. Proper application, and storage of cleaning chemicals and detergents.
DUTIES : Clean Windows, floors, dust and polish office furniture, consulting rooms, passages/corridors, emptying of all bins, cleaning of toilets and any other area in the offices building under the supervision of a supervisor. Operate and use cleaning equipment and chemicals. Safekeeping and handling of variety of aids in the cleaning of the premises. Keep the cleaning material and equipment clean and safe. Report defects noticed. Expected to carry out any other duty as instructed by the supervisor.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000 or Ms. EM Mkhonza Tel No: (013) 759 4000

DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 11 September 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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.
ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 25 dated 17 July 2026, the posts of Professional Nurse Grade 1: School Health Services (Ehlanzeni District, 9 Posts), Professional Nurse Grade 1: School Health Services (Nkangala District, 8 Posts) and Professional Nurse Grade 1: School Health Services (Gert Sibande District, 8 Posts) with Ref No: MPDoH/July/26/1105, the posts has been withdrawn.

OTHER POSTS

POST 31/362 : **MEDICAL OFFICER GRADE 3: EYE CARE REF NO: MPDOH/AUG/26/1398 (X2 POSTS)**

SALARY : R1 375 245 - R1 713 534 per annum
CENTRE : King Nyabela Hospital (Middelburg Hospital) (Nkangala District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations

and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

POST 31/363 : **DENTIST GRADE 1 REF NO: MPDOH/AUG/26/1399**

SALARY : R1 011 516 per annum
CENTRE : Ethandakukhanya CHC (Gert Sibande District)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2026). A valid work permit will be required from non-South Africans. SA Qualified employee: No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee: Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES : Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

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

POST 31/364 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/26/1401 (X2 POSTS)**

SALARY : R720 819 – R821 484 per annum
CENTRE : **Ehlanzeni District:**
Alexander Clinic (X1 Post)

Dumphries Clinic (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 31/365 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/26/1402**

SALARY : R720 819 – R821 484 per annum

CENTRE : Lebohang Clinic (1) (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an

in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 31/366 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/26/1405 (X3 POSTS)**

SALARY : R720 819 – R821 484 per annum

CENTRE : **Nkangala District:**
Langkloof Clinic (X1 Post)
Vezubuhle Clinic (X1 Post)
Lefisoane Clinic (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 31/367 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): OPHTHALMOLOGY REF NO: MPDOH/AUG/26/1408 (X3 POSTS)**

SALARY : R495 423 - R581 931 per annum
CENTRE : King Nyabela Hospital (Middelburg Hospital) (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Ophthalmology Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in Ophthalmology Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Ophthalmology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 31/368 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): OPERATING THEATRE REF NO: MPDOH/AUG/26/1410 (X2 POSTS)**

SALARY : R495 423 - R581 931 per annum
CENTRE : King Nyabela Hospital (Middelburg Hospital) (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. **Grade 2**: A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in Operating Theatre. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Operating Theatre Unit. Ensure effective and efficient

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

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

POST 31/369 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/AUG/26/1411**

SALARY : R495 423 - R581 931 per annum
CENTRE : Standerton Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in Advanced Midwifery. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 31/370 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/26/1417 (X6 POSTS)**

SALARY : R495 423 - R581 931 per annum
CENTRE : **Ehlanzeni District:**

Alexander Clinic (X3 Posts)
Dumphries Clinic (X3 Posts)

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

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

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

POST 31/371 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/26/1437 (X20 POSTS)**

SALARY : R495 423 - R581 931 per annum

CENTRE : **Gert Sibande District:**
Ethandakukhanya CHC (X8 Posts)
Kinross Clinic (X4 Posts)
Lebohang Clinic (X8 Posts)

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

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and

performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 31/372 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/26/1450 (X13 POSTS)**

SALARY : R495 423 - R581 931 per annum

CENTRE : **Nkangala District:**
Langkloof Clinic (X3 Posts)
Troya Clinic (X4 Posts)
Vezubuhle Clinic (X3 Posts)
Lefisoane Clinic (X3 Posts)

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

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

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

POST 31/373 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC ICU REF NO: MPDOH/AUG/26/1455 (X5 POSTS)**

SALARY : R495 423 – R581 931 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

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

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

POST 31/374 : **OPTOMETRIST GRADE 1-3 REF NO: MPDOH/AUG/26/1457 (X2 POSTS)**

SALARY : Grade 1: R413 121 - R472 359 per annum
Grade 2: R482 499 - R550 389 per annum
Grade 3: R564 822 - R683 808 per annum

CENTRE : King Nyabela Hospital (Middelburg Hospital) (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist (2026). **Grade 1**: No experienced is required after registration with HPCSA as an Optometrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as an Optometrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Optometrist. Knowledge of Integrated School Health services, Non-Communicable Diseases, Health Awareness Calendar (Eye Health). Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Knowledge of Batho Pele Principles, Patients right charter, PMDS & PFMA. A valid Driver's Licence is essential.

DUTIES : To coordinate the implementation and monitoring of optometric eye care activities and services in the hospital, aimed at improving eye health and the elimination of avoidable visual impairment and blindness. Coordinate and monitor optometric care activities in the area, improve refractive error services, promote eye health in the district. Improve the quality of refractive services in the district. Participate in district Awareness Campaign and in the Integrated School Health Programme according to scope of practice. Report monthly statistics. Participate in the procurement and issuing of spectacles / assistive optical devices. Examination, diagnosing and management of eye conditions as per Optometry scope of practices. Exercise safeguarding of all assistive optical devices, consumables and equipment's. Collaborate with stakeholders in eye care service delivery. Participate in the training of School health nurses and Primary Health Care nurses. Visit different Hospitals in the district to render Mass Refraction according to itinerary / District Eye Programme plan. Perform any other duties as delegated by the supervisor.

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

POST 31/375 : **HEALTH INFORMATION OFFICER REF NO: MPDOH/AUG/26/1458**

SALARY : R413 001 per annum (Level 08), (plus service benefits)

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years' experience in DHIS or Diploma / Degree (NQF Level 6/7) in Statistic / Information Management as recognized by SAQA with three (3) relevant experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health

Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.

DUTIES : Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.

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

POST 31/376 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): EYE CARE REF NO: MPDOH/AUG/26/1464 (X6 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : King Nyabela Hospital (Middelburg Hospital) (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

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

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

POST 31/377 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): NEONATAL MORTALITY REF NO: MPDOH/AUG/26/1466 (X2 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Standerton Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse

intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

POST 31/378 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/26/1472 (X6 POSTS)**

SALARY : R337 359 – R397 392 per annum

CENTRE : **Ehlanzeni District:**
Alexander Clinic (X3 Posts)
Dumphries Clinic (X3 Posts)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

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

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

POST 31/379 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/26/1483 (X11 POSTS)**

SALARY : R337 359 – R397 392 per annum

CENTRE : **Gert Sibande District:**
Kinross Clinic (X6 Posts)
Lebohang (X5 Posts)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

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

including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

POST 31/380 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/26/1498 (X15 POSTS)**

SALARY : R337 359 – R397 392 per annum

CENTRE : **Nkangala District:**
Langkloof Clinic (X3 Posts)
Troya Clinic (X6 Posts)
Vezubuhle Clinic (X3 Posts)
Lefisoane Clinic (X3 Posts)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

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

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

POST 31/381 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/26/1500 (X2 POSTS)**

SALARY : R275 340 – R310 422 per annum

CENTRE : **Ehlanzeni District:**
Alexander Clinic (X1 Post)
Dumphries Clinic (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi

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

POST 31/382 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/26/1504 (X4 POSTS)**

SALARY : R275 340 – R310 422 per annum
CENTRE : **Nkangala District:**
Langkloof Clinic (X1 Post)
Troya Clinic (X1 Post)
Vezubuhle Clinic (X1 Post)
Lefisoane Clinic (X1 Post)
REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 31/383 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/26/1508 (X4 POSTS)**

SALARY : R275 340 – R310 422 per annum
CENTRE : **Gert Sibande District:**
Ethandakukhanya CHC (X2 Posts)
Kinross Clinic (X1 Post)
Lebohang Clinic (X1 Post)
REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 31/384 **DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/AUG/26/1509**

SALARY : R225 777 - R258 156 per annum
CENTRE : Ethandakukhanya CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a

Dental Assistant (2026). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

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

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development 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 Youth, Woman and Persons with Disabilities

APPLICATIONS : Should only be submitted online through the link: erecruitment.mpg.gov.za

CLOSING DATE : 09 October 2026

NOTE : To Applicants: Applications should be submitted online via the e-recruitment@mpg.gov.za. Applicants are required to submit a fully completed Z83 and detailed Curriculum Vitae. The Department (HR) will request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR section of the Department on or before the day of the interview following communication from the relevant HR section of the Department. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. A complete set of application documents should be submitted separately for every post that you wish to apply for more than one post. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. If no response is received from Mpumalanga Department of Social Development within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. 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 recommended candidates for Senior Management Level (SMS) and Middle Management Level (MMS) posts shall be subjected to a competency 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. All appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements. Candidates recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before appointed. The duration of the online Pre-Entry Programme is 120 national hours [15 days]. Full details may be sourced by following link: https://www.thensg.gov.za/training-course/sms-pre-entry programme they are. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for any re-advertised posts are encouraged to re-apply. Youth, Persons with disabilities,

Males, Indians are also encouraged to apply and indicate such in their applications. Social Service Profession posts will require shortlisted candidates to provide a recent registration certificate, not proof of payment.
ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 12 June 2026, Community Development Practitioner: Grade 1 (Nkangala: Emakhazeni: Bethal) with Ref No: DSD/JUNE/NKA/BET/26/34; is withdrawn. The station is for the post is Community Development Practitioner: Grade 1(Nkangala: Emakhazeni: Belfast) Ref no: DSD/JUNE/NKA/BEL/26/34

MANAGEMENT ECHELON

POST 31/385 : **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: DSD/AUG/PRO/SWS/26/01**
(Re-advertisement)

SALARY : R1 554 696 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : National senior certificate (NQF level 4) plus Degree in Social Work/ Social Sciences or related fields (NQF level 7) as recognized by SAQA. A post graduate qualification in Social Sciences will be an added advantage. A minimum of 5 years' credible experience at Senior Management services (SMS) level. Proven strategic leadership and business partnering, research, policy management, development, monitoring and evaluation, problem solving and decision making, analytical and advanced programme / resource management skills. Knowledge of Social Development Constitutional mandate and relevant legislation and policies. Knowledge of Statutory Social Work matters; Public Finance Management Act, Public Service Act and Regulations. Proven track record of leading change management initiatives and applying innovative thinking. Computer literacy. Verbal and written communication skills. A Valid driver's license.
DUTIES : Overall management of the Chief Directorate (including overseeing the development and implementation of business plans outlining critical strategic service delivery improvement interventions to be effected in accordance with the relevant legislation, department's strategic plan and service delivery needs). Manage efficient and effective utilization of human and financial resources in the chief directorate. Manage the performance of the chief directorate and performance agreements of managers in immediate span of control. Facilitate the optimal development and functioning of individuals, families, groups and communities. Promote the development, implementation, monitoring and evaluation and improvement of need based sustainable social welfare programmes and services aimed at empowering children, families, youth, women, elderly and persons with disabilities. Promote the development, implementation, monitoring, evaluation, improvement of programmes and services aimed at promoting crime prevention through restorative services. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.
ENQUIRIES : Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048

OTHER POST

POST 31/386 : **PROFESSIONAL NURSE: (PN-A2) (GENERAL NURSING) REF NO: DSD/AUG/NKA/TRE/26/02**
(Re-advertisement)

SALARY : R337 359 per annum, (plus service benefits & uniform allowance)
CENTRE : Nkangala Treatment Centre
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (Experience is also considered within this post level for a better salary notch)
DUTIES : Provide direction and supervision for the junior personnel and implementation of nursing plan (clinical practice/quality care). Implement standards, practices, criteria and indication for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and

effectively. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary)

ENQUIRIES : Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048

ANNEXURE X

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and/or email addresses provided for each individual post.

FOR ATTENTION : Ms. K. Moremi

CLOSING DATE : 11 September 2026

NOTE : The Northern Cape Office of the Premier is committed to providing equal opportunities and practicing affirmative action employment. We intend to promote equity through the fulfillment of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to females as per the Northern Cape Office of the Premier Employment Equity Targets. Women and people with disabilities are encouraged to apply. Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated; however, the initial on the second page of the form is not mandatory. The form is obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za. Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by a detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees, and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in a manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on the CV as requested the applicant may be disqualified. Applications received after the closing date will, as a rule, not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for the interview process on a date, time and place as determined by the Department. 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. 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. 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/ Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct, and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or

conducting 162 any business with an Organ of State and whether he/she is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 31/387 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CD/HRM&D/2026**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Bachelor's Degree (NQF Level 7) in Human Resource Management, Public Administration, Industrial Psychology, Labour Relations, Organisational Development as recognised by SAQA, coupled with five (5) years' experience at Senior Managerial (SMS) level, within a Human Resource Management environment, proven experience in at least three (3) or more of the following functional areas: HR Planning and Administration, Organisational Development and Design, Operations Design, Labour Relations Management, Employee Health and Wellness, HR skills and Planning. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Ability to provide strategic direction, translate policy into operational plans, align HRM&D strategy with organisational priorities, and lead institutional transformation and change. Ability to plan, implement, coordinate and monitor multiple complex HRM&D programmes, ensuring delivery against targets, timelines and performance indicators. Ability to manage budgets in line with PFMA and align financial planning with HR strategic priorities. Ability to lead organisational change, manage restructuring processes, reduce resistance, and ensure successful implementation of transformation initiatives. Ability to lead, develop and manage teams, build leadership capacity, promote performance culture, and drive accountability and empowerment. Ability to improve HR systems and processes, introduce modernisation initiatives, and promote efficiency and effectiveness in service delivery. Ability to analyse complex HR and organisational challenges, interpret data and legislation, and develop practical and strategic solutions. Ability to communicate effectively at executive level, write high-level reports, present complex information, and manage stakeholder engagement. Ability to ensure HR services are responsive, efficient, and aligned to departmental and stakeholder needs in line with Batho Pele principles.

DUTIES : The position is responsible for providing strategic leadership and direction in the management, coordination, implementation, monitoring, and evaluation of Provincial Human Resource Management and Development (HRM&D) policies, frameworks, systems, and practices across the provincial administration. The role provides strategic oversight to ensure the effective integration, coordination, and alignment of transversal HRM&D functions, including Human Resource Administration, Human Resource Planning and Systems, Labour Relations, Employee Health and Wellness, Organisational and Operations Development, Human Resource Development, and Performance Management. The position is further responsible for ensuring effective workforce planning and administration, sound labour relations, employee wellness, organisational effectiveness, performance improvement, skills development, and compliance with applicable legislation, policies, and regulatory frameworks. It also provides strategic leadership and oversight for the implementation of the Professionalisation of the Public Service Framework, the Provincial Human Resource Development Strategy, and the Northern Cape Premier's Bursary Programme, contributing to the development of a capable, skilled, ethical, and sustainable public service. Through effective strategic leadership, governance, coordination, and oversight, the position drives the alignment of HRM&D programmes and interventions with provincial priorities, organisational objectives, and service delivery imperatives, thereby

strengthening organisational capability, employee performance, and overall institutional effectiveness.

ENQUIRIES : Ms. M. Tlaletsi Tel No: (053) 030 0625
APPLICATIONS : Email applications to: hrmd2026@ncotp.gov.za

POST 31/388 : **DIRECTOR: PERFORMANCE MONITORING DATA MANAGEMENT SYSTEMS REF NO: DIR/PMDMS/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Bachelor's Degree / Advanced Diploma (NQF Level 7), in Monitoring and Evaluation / Public Administration as recognised by SAQA, and five (5) years' proven experience at middle/senior managerial level. A Postgraduate qualification (NQF Level 8) will serve as an added advantage. Proven experience in at least three (3) or more of the following functional areas: Development of Data/Information Management Systems, Research Methodology, Managerial functions, Project Management and Public Administration and Management. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Designing Data/Information Monitoring Systems, Performance Monitoring and Evaluation. Development of Data Management Systems for Monitoring data, Artificial Intelligence applications, Government Planning Frameworks, Policy Development, Co-ordination of planning and reporting, Financial Management, Human Resource Management, Compilation of management reports. Analytical Computer Literacy, Written and Verbal, Organising and administrative planning, Formal Presentation, Interpersonal relationship, Budgeting, Problem Solving, Time Management, Conflict Management, Policy formulation, Research methodology, Facilitation and Coordination. Develop new ideas that impact on existing methods/policies/understanding.
DUTIES : To provide strategic direction within the NC Provincial Administration on the management and coordination of Performance Monitoring Data through integrated monitoring data management systems. To provide strategic leadership, management, governance and accountability within the Directorate. To ensure the integration of performance analysis of national and provincial Priorities through automated applications and reporting tools. To oversee the design, development and management of a modern integrated performance data management system for the province in support of evidence-based decision-making. To provide technical guidance and systems support on reporting on transversal data monitoring systems. Ensure consolidation of integrated performance analysis reports on national, provincial priorities, and sector indicators. To ensure capacity building and knowledge sharing to all stakeholders in pursuit of strengthening data management and monitoring within the province.
ENQUIRIES : Ms. S. Vallabh Tel No: (053) 030 0654
APPLICATIONS : Email applications to: dirpmdms2026@ncotp.gov.za

POST 31/389 : **DIRECTOR: POLICY COORDINATION, ADVISORY SERVICES AND BATHO PELE REF NO: DIR/PCAS&BP/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or Advanced Diploma (NQF Level 7) in Public Administration or Public Management as recognised by SAQA, and ten (10) years' experience in the policy development environment with five (5) years' proven experience at a middle/senior managerial level. Experience in coordinating cross-sectoral or provincial policy processes, providing strategic advice to Executive Management, HODs or Executive Council, policy evaluation, legislative analysis and intergovernmental coordination, application of the National and Provincial policy and planning instruments: NDP, NSDF, MTDP, PGDP, PSDF, DDM, IDP. Honours Degree (NQF Level 8) or Master's Degree (NQF Level 9) in a relevant field will serve as an added advantage. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Stakeholder Engagement, Executive Decision-Making & Accountability, Programme & Portfolio Oversight, Change &Transformation Leadership, Policy & Legislative Analysis, Policy Development and Advisory,

Strategic planning, Policy Research. Policy drafting, Strong conceptual and formulation skills, Team building and strong interpersonal skills, Excellent verbal and written communication skills, Conflict Management, Research, Project Management, planning, organising and people management skills, Computer literacy (Microsoft Office). Duties: Coordinate and manage the Provision of Provincial Policy Development Services aligned with the Provincial Growth and Development Plan. Provide strategic leadership towards the implementation and institutionalisation of the Batho Pele Programmes. Coordinate provincial policy priorities and transversal policy programmes through the Provincial Coordinating Committee (PCC). Provide strategic Policy Coordination and Governance Support. Provide strategic leadership, management, governance, and accountability within the Directorate.

ENQUIRIES : Ms. J. Meyer at 060 742 2577
APPLICATIONS : Email applications to: dirpcasbp2026@ncotp.gov.za

OTHER POSTS

POST 31/390 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DD/EHW/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Social Sciences with a major in Psychology, registration with the Association of Supportive Councillors and Holistic Practitioners (ASCHP), as a wellness counsellor. Three (3) years' proven experience at junior managerial (Assistant Director level) in the Employee Health, and Wellness Environment. EAP services and case management, wellness program implementation, HIV/AIDS and health promotion program, and Occupational Health and Safety. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Knowledge in Employee Health and Wellness Strategic Framework (DPSA), Public Service Act & Regulations, Labour Relations Act (LRA), BCEA, Employment Equity Act, Occupational Health and Safety Act (OHSA), HIV/AIDS policies and National Strategic Plan, COIDA and relevant health legislation, Public Finance Management Act (PFMA), Treasury Regulations. Counselling and interpersonal skills, Project management, Report writing and data analysis, Stakeholder management, Financial management, Leadership and people management, Conflict resolution and problem-solving, Programme coordination and implementation, Policy interpretation and application, Occupational health and safety administration, Monitoring and evaluation, Stakeholder Liaison, Facilitation and presentation skills, Planning and organising, Supervisory skills, Decision-making, Change management, Written and verbal communication, Consultation and engagement, Client orientation and customer focus.
DUTIES : The successful candidate will be responsible for, amongst others, the following key functions: Monitoring and coordination of the departmental implementation of the National Strategic Framework on Employee Health and Wellness. Managing and facilitating the development and implementation of employee health and wellness policies and programmes. Managing and facilitating the implementation of occupational health, safety, and environmental management strategies and programmes. Facilitation of the implementation of HIV/AIDS, TB, and other communicable disease prevention, support, and treatment care programmes. Providing operational leadership in the management, coordination, monitoring, and evaluation of human resources and activities within the unit. The role contributes to the creation of a healthy, productive, and supportive work environment that enhances employee performance and organisational effectiveness.
ENQUIRIES : Ms. K. Moremi Tel No: (053) 030 0724
APPLICATIONS : Email applications to: ddehw2026@ncotp.gov.za

POST 31/391 : **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION, DEVELOPMENT & PMDS REF NO: DD/HRD&PMDS/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Human Resource Management, Human Resource Development, Public

Administration, and Industrial Psychology. Three (3) years' proven experience at junior managerial (Assistant Director level) in the Human Resource Development and/or Performance Management environment. Experience in HRD planning and implementation, Skills development coordination, PMDS administration and monitoring, Policy implementation, Supervisory functions, and experience within the Public Service environment. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Skills development planning and coordination skills. Training needs analysis and competency assessment skills. Performance management administration skills. Talent management and succession planning skills. Facilitation and presentation skills for training and development programmes. Project and programme management skills. Planning, organising and coordination skills; financial administration and budget monitoring skills. Records and document management skills. Policy drafting and implementation skills, computer literacy, spreadsheet analysis and reporting skills, excellent verbal and written communication skills. Interpersonal and relationship management skills. Negotiation and conflict resolution skills. Stakeholder engagement and networking skills, consultation and advisory service skills. Ability to communicate complex information clearly and professionally.

DUTIES : Management of HRD Planning, implementation of HRD policies, strategies, programmes, and reporting within the Office of the Premier. Management of the bursary scheme and financial assistance for employees in the Office of the Premier. Management of facilitation and implementation of developmental programmes. Management and coordination of the activities of the Departmental Training Committee meetings. Provisioning of operational leadership in the management, coordination, monitoring, and evaluation of human resource activities within the Capacity Development Section. Ensuring the effective implementation and monitoring of the Employee Performance Management and Development System (EPMDS), including performance agreements, reviews, and reporting. Management of human resource development activities and pillars for salary level 1 to 12. Management of facilitation of employee performance management and development system for salary level 1 to 12.

ENQUIRIES : Ms. K. Moremi Tel No: (053) 030 0724

APPLICATIONS : Email applications to: ddhrdpmds2026@ncotp.gov.za

POST 31/392 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT, CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: ODP/OD&PI/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Organisational Design/ Development, Organisation and Work Study, Human Resource Management, Industrial and Organisational Psychology, Public Administration or other closely related area of study with an OD focus. NSG Job Evaluation Certificate (Analyst and Panel Member). The degree, if not in Organisational Design/ Development, should be augmented with an additional qualification (Certificate) in Management Services, or Organisational Design. Ten (10) years' proven experience in the organisational development/ design field, with at least three (3) to five (5) years at junior managerial (Assistant Director level), with supervisory experience. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, Client Orientation and Customer Focus, Communication, including presentation, tact and diplomacy, Digitisation, Decision-making, Planning and Organising, People Management and Empowerment, Organisational Development and Design, Work Study and Workload Modelling, Service Delivery Model Development, Business Process Re-engineering, Organisational Governance, Institutional Performance Improvement, Job Evaluation and Quality Assurance, Data Analysis, SOP Development and Process Improvement, Monitoring and Evaluation, Confidentiality and discretion, Computer literacy (MS Word; MS Excel; Ms PowerPoint; Visio/ Aris/ Bizagi/ alternative.

DUTIES : Manage and co-ordinate departmental organisational design reviews, development and maintenance, efficiency enhancement/ work-study

investigations, and the Organisational Functionality Assessment (OFA) interventions within the Department. Manage and coordinate investigations related to efficiency enhancement and process improvement within the Department. Implement and maintain service delivery frameworks within the Department. Manage, coordinate and facilitate the development and quality assurance of the Department's job descriptions and execute job evaluation. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit.

ENQUIRIES : Ms. B. Thomas-Abrahams Tel No: (053) 030 0600
APPLICATIONS : Email applications to: ddodchm2026@ncotp.gov.za

POST 31/393 : **ASSISTANT DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD REF NO: AD/ORC/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a recognised (NQF Level 6) qualification in Social Sciences; Public Administration; Child and Youth Development; Community Development; Public Management; Development Studies and Human Rights. Three (3) years' proven experience at supervisory level in child rights, community development, policy analysis, advocacy, stakeholder management. A valid driver's licence, willingness and ability to travel extensively within the province and, where required, nationally, willingness to work extended hours, including after-hours, weekends, and public holidays when necessary; successful verification against the National Child Protection Register and other relevant screening processes, where applicable. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication and Information Management, People Management and Empowerment, Ability to provide guidance and support to stakeholders, Strong coordination and facilitation skills, Ability to influence and build consensus among diverse stakeholders, Sound decision-making and judgement, Commitment to continuous improvement and innovation, Ability to drive implementation and monitor performance. Ability to mentor.
DUTIES : Coordination of the Integrated Child Rights Policy Implementation: Coordinate the implementation of national and provincial child rights policies, frameworks, strategies, and programmes; Institutional Development and Capacity Building: Develop and implement capacity-building programmes on child rights and protection. Child Rights Advocacy and Child Participation: Coordinate advocacy campaigns promoting the rights and well-being of children; facilitate child participation platforms, forums, dialogues, and consultations; promote awareness of child rights among children, families, communities, and stakeholders; support initiatives aimed at strengthening children's participation in decision-making processes. Stakeholder Engagement and Awareness Creation: Establish and maintain partnerships with government departments, municipalities, NGOs, NPOs, Chapter 9 Institutions, academic institutions, and development partners. Provide assistance with operational management, coordination, monitoring and evaluation of human resources and activities within the unit.

ENQUIRIES : Ms. D. Mandabane Tel No: (053) 030 0756
APPLICATIONS : Email applications to: adorc@ncotp.gov.za

POST 31/394 : **ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: AD/OSPD/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a recognised (NQF Level 6) qualification in Public Administration/Social Sciences/ Development Studies. Three (3) years' proven experience at supervisory level in the Disability environment/development/governance. Knowledge of Global, regional and national Disability legislative frameworks, i.e.WPRPD, UNCRPD, etc. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership; Programme and

Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Information Management; People Management and Empowerment. Knowledgeable in People with Disabilities Legislation and Policy Frameworks; Policy Analysis and Implementation; Monitoring and Evaluation skills; Stakeholder Management; Research and Report Writing skills; Facilitation and Presentation Skills; Advocacy and Community Mobilisation; Project Coordination and Government Planning and Reporting Processes.

DUTIES : Provide support in the coordination and facilitation of the Implementation of the national and provincial policy frameworks on Persons with Disabilities. Ensure the Monitoring and evaluation of the implementation of legislative frameworks on persons with Disabilities (WPRPD, JASF, EEA and UNCRPD). Facilitate Stakeholder engagement and Capacity Building. Coordinate Advocacy and Awareness programmes on People with Disabilities. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the OSPD unit.

ENQUIRIES : Ms. K. Sebico Tel No: (053) 030 0769
APPLICATIONS : Email applications to: adospd@ncotp.gov.za

POST 31/395 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: AD/FM/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF Level 6) in Facilities Management, Public Administration, and Property Management. Three (3) years' proven experience at supervisory level in facilities or work environment Management. Knowledge of facilities management. Knowledge of financial and resource management. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Communication skills, Report writing, planning and organising, problem-solving and decision-making, teamwork and collaboration, ability to work under pressure, client and customer focus, Time management. Duties: Provisioning of work environment, managing office space allocation for the various units within the Department. Provisioning of effective and efficient support to ensure that the building is properly maintained and fully Functional. Provisioning of support to the Food Service Aids and Cleaners Supervisor to ensure service delivery standards are met. Coordinating the provision of cleaning, refreshment, and refectory services. Facilitation and maintenance of the Immovable Assets Register in compliance with the GIAMA Act. Assisting with operational management, coordination, monitoring, and evaluation of human resources and activities within the Facilities and Work Environment Unit.

ENQUIRIES : Ms. B. Thomas-Abrahams Tel No: (053) 030 0600
APPLICATIONS : Email applications to: adfm2026@ncotp.gov.za

POST 31/396 : **ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: AD/DS/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF level 6) in Information Technology/Computer Science-related qualification. Three (3) years' proven experience at supervisory level in Information Communication Technology support. Specialist training with desktop and network support is essential. Experience in Microsoft Systems and Server administration including Active Directory Users and Computers, Group Policy Management, Desktop Virtualisation Administration, and associated software. Good computer skills (including Excel, Word, PowerPoint and Outlook). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality.

DUTIES : Responsible for assisting in planning of ICT desktop support for the Department. Ensuring data integrity and computer maintenance. Configure computer hardware and software. Configure network devices and email accounts for all users in the Department. IT equipment maintenance and

disposal by following prescribed procedures. Assist with specification of ICT equipment. Attend relevant meetings and development opportunities. Develop, implement, and monitor related risks, IT-related policies and procedures. Relevant Public Service Regulations. Supervising the ICT Infrastructure team, providing direction and developing staff to ensure team members are effective, motivated, accountable, and provide a high level of service. Responsible for managing and monitoring ICT tools of trade across Health Institutions and Districts, including network connectivity (WAN, LAN, Wi-Fi, APN, 3G/4G), desktop support, and ICT device maintenance. Oversees ICT project implementation, application support (e.g., HIS, PACS), and ensures compliance with IT security standards. Provides supervision and technical guidance to IT Support Technicians, manages service desk escalations, and ensures SLA adherence. Supports interactive technologies in Hospitals and maintains IT asset registers while staying aligned with IT best practices and policies.

ENQUIRIES : Ms. T. Toloane Tel No: (053) 030 0752
APPLICATIONS : Email applications to: adds@ncotp.gov.za

POST 31/397 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN AND PROCESS IMPROVEMENT REF NO: ODP/OD&PI/2026**

SALARY : R413 001 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of an Advanced Diploma/Degree (NQF Level 7), coupled with an NSG Certificate in Organisational Design or a certificate in Management Services. NSG Job Evaluation Certificate (Analyst). One to two (1-2) years' proven experience in Organisational Design, Work-study, Management Services, Organisational Development, Business Process Management, Job Evaluation or a related organisational development environment. Experience in a provincial or national government organisational design environment, including organisational design, organisational functionality assessments, business process improvement, provincial coordination, Job Evaluation, benchmarking and committee secretariat services will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Analytical Thinking, Problem Solving, Planning and Organising, Research and Information Analysis, Results Orientation, Client Service Orientation, Communication and Information Sharing, Teamwork and Collaboration, Project Coordination, Quality Orientation, Attention to Detail, Continuous Improvement Orientation, Policy Interpretation and Application, Project coordination; facilitation; presentation; negotiation; quality assurance; innovation; continuous improvement; advisory and consultation skills. Knowledgeable of the Public Service Act, 1994 and Public Service Regulations, 2016, Organisational Design Frameworks and Methodologies. Organisational Functionality Assessment (OFA) Framework. Work-study principles and workload measurement methodologies, Business Process Management (BPM) and Process Mapping techniques, Service Delivery Model (SDM) development principles, Standard Operating Procedure (SOP) development methodologies, Job Evaluation System (JE) and applicable DPSA directives, Organisational development and change management principles, public sector governance and organisational structures, Monitoring and Evaluation principles, Benchmarking techniques, Records and information management, Committee governance and secretariat practices, Batho Pele Principles, Code of Conduct for the Public Service and applicable legislation, Organisational analysis. Data collection, Work-study and workload analysis, Report writing and technical drafting, Stakeholder liaison and relationship management, Computer literacy (Microsoft Word, Excel, PowerPoint and Outlook).
DUTIES : Support the Development of Provincial Organisational Development Policies, Frameworks and Guidelines. Support the drafting of organisational development policies, frameworks, standards, toolkits and templates. Participate in the development of provincial business process management, functional analysis and Standard Operating Procedure (SOP) guidelines. Provide technical support to provincial departments on organisational development matters. Conduct preliminary quality assurance of organisational structures, reports and related documentation. Prepare draft advisory notes, technical guidance and correspondence. Support provincial organisational development forums and technical meetings. Monitor implementation of

service delivery improvement initiatives, organisational functionality assessments, business process management initiatives and Standard Operating Procedures. Analyse organisational development information and identify trends, risks and areas requiring intervention. Compile statistical reports, management reports, dashboards and monitoring information. Provide secretariat support to the Provincial Job Evaluation Panel. Maintain the provincial Job Evaluation database and records management system. Conduct provincial benchmarking exercises and organisational development Research.

ENQUIRIES : Ms. R. Mookrey Tel No: (053) 030 0727
APPLICATIONS : Email applications to: odpodpi2026@ncotp.gov.za

POST 31/398 : **FINANCE CLERK SUPERVISOR: FINANCIAL ACCOUNTING REF NO: FCS/FA/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) in Financial Management coupled with at least one to two (1-2) years' proven experience in as an Accounting Clerk in Finance environment. Competencies: The following key competencies and skills are required for the position: Knowledge of the Public Finance Management Act and Treasury Regulations, people management and empowerment, strong computer skills (MS Excel, MS Word, etc). Knowledge of financial operating systems (BAS, LOGIS, PERSAL), sound analytical and numerical skills, client orientation and customer focus, the ability to work under pressure, verbal and communication skills.
DUTIES : Providing support within the unit in ensuring that policies and standard operating procedures are complied with. Providing support in the Preparation of monthly or quarterly financial and non-financial reports, as well as in ensuring Compliance with all Legislative requirements. Providing support within the unit in the maintenance of a sound control environment, maintenance of a supplier invoices reconciliations system, monitoring and tracking of the payments to suppliers, verification of supplier invoices, authorisation of supplier payments, ensuring that financial transactions or payments are accurate. Ensuring the safeguarding of payment records. Providing support through providing inputs regarding unit activities, and through the supervision of subordinates.
ENQUIRIES : Ms. M. Mogodie at 060 571 3488
APPLICATIONS : Email applications to: finsup2026@ncotp.gov.za

POST 31/399 : **ADMINISTRATION CLERK: OFFICE ON THE RIGHTS OF THE CHILD REF NO: AC/ORC/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a National Senior Certificate or an appropriate equivalent qualification. No experience required. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, computer literacy; the ability to operate office equipment and perform routine tasks; be able to function under pressure and work within a team or independently. Have a good work ethic.
DUTIES : The successful candidate will be responsible for rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.
ENQUIRIES : Ms. D. Mandabane Tel No: (053) 030 0756
APPLICATIONS : Email applications to: acorc2026@ncotp.gov.za

POST 31/400 : **WEB SUPPORT ASSISTANT: GOVERNMENT INFORMATION TECHNOLOGY SERVICES REF NO: WSA/GITS/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF Level 6) in Information Technology, Computer Science, Information Systems, Web Development, Digital Technologies. Experience in website administration, ICT support, and web content management will be an added advantage.

Competencies: The following key competencies and skills are required for the position: Client Service Orientation, Communication Skills, Planning and Organising, Interpersonal Relations, Teamwork, Time Management, Knowledge of Website Administration Principles, Content Management Systems (CMS), Web-based Applications and Online Services, Basic Database Management Principles, ICT Support Processes and Procedures, Records Management Practices, Information Security and Data Protection Requirements, Information Security and Data Protection, Data capturing and Database Administration, Computer literacy (MS Office Suite), Internet and Web Technologies, Basic troubleshooting and Problem-solving and Report generation.

DUTIES : Assisting with the updating and maintenance of departmental websites, intranets, and web portals. Providing first-line support for web-based applications and eGovernment systems. Maintaining database records and filing systems. Providing basic technical support relating to websites, web services, and online systems. Assisting users with system navigation and functionality; responding to user enquiries and support requests; maintaining records of support requests, actions taken, and resolutions.

ENQUIRIES : Ms. T. Toloane Tel No: (053) 030 0752

APPLICATIONS : Email applications to: wsagits2026@ncotp.gov.za

ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

APPLICATIONS : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Tel No: (018) 200 8258 OR email to the relevant e-mail address associated with the post applied for. Non-compliance will lead to disqualification.

CLOSING DATE : 11 September 2026 at 15H30

NOTE : Compliance Note: This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply. Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Major subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully and accurately completed. Parts B: Date of birth and ID number are compulsory, and other fields on Part B, Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies / proof / certificates /attachments / drivers licence / qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications (i.e Candidates must submit a separate application for each post indicating the Centre and Reference number). Non-compliance will lead to disqualification. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a

positive qualifications verification as well as security clearance. 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. 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. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

POST 31/401 : **DIRECTOR: DISTRICT OPERATIONS REF NO: 01/2026/2027**
Chief Directorate: District Coordination and Government Fleet

SALARY : R1 317 384 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : Dr. Kenneth Kaunda District

REQUIREMENTS : Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration / Administration / Management or related. Five (5) years of experience at middle/ senior managerial level in Administration. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, Public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self –motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Oversee the District by monitoring law and order for all modes of transport through law enforcement services. Oversee monitoring, evaluating and oversight of Police Services. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery by Police Service. Ensure implementation of Road Safety within the District. Ensure the provision of Government fleet Services in the District. Managing the provision of Transport Operations. Ensure management and controlling operator licenses and permits. Managing the provision of Corporate Management Services within the District. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.

ENQUIRIES : Dr. G Marindi Tel No: (018) 200 8060

APPLICATIONS : E-Mail address: CSTMrecruitment01@nwpg.gov.za

OTHER POSTS

POST 31/402 : **DEPUTY DIRECTOR: CRIME PREVENTION PARTNERSHIPS REF NO: 02/2026/2027**
Directorate: Crime Prevention Partnerships

SALARY : R1 101 468 per annum (Level 12), total package
CENTRE : Bojanala
REQUIREMENTS : Grade (12) certificate or equivalent plus three (3) year National Diploma / Degree (NQF level 6/7) as recognised by SAQA in Social Sciences / Community Development. Five (5) years' relevant work experience within safety and security environment of which three (3) to five (5) of experience in a junior management (Assistant Director) level. Valid Code EB (08) Driver`s License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy, Knowledge of the SAPS Act, Knowledge of the Civilian Secretariat Act, Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.
DUTIES : Enhance the quality and accessibility of safety programmes. Encourage dialogues on safety and crime prevention. Initiate and coordinate crime prevention programmes. Coordinate the development, implementation and review of Provincial Crime Prevention Strategies. Promote community Police relations. Enhance community safety Structures. Establish and promote public –private partnerships. Promote community participation in crime prevention initiatives. Coordinate the development and evaluation of safety models. Manage key performance responsibilities of the managed.
ENQUIRIES : Ms. KF Nchoe Tel No: (018) 200 8096/8097
APPLICATIONS : CSTMrecruitment02@nwpg.gov.za

POST 31/403 : **DEPUTY DIRECTOR: ROAD SAFETY COMMUNITY ENGAGEMENT REF NO: 03/2026/2027**
Directorate: Road Safety

SALARY : R1 101 468 per annum (Level 12), total package
CENTRE : Head Office: Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent, three (3) years Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Education/ Communication and Marketing/ Social Science. Five (5) years' relevant working experience within road safety environment. Three (3) to Five (5) years must be at Junior Management level (Assistant Director). A valid driving license. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service Regulation, Public Service Act. Project Management. Advance knowledge of Road Safety programmes and projects. An understanding of PFMA, Treasury Regulations and other related prescripts and the ability to implement the same. A thorough knowledge of Road Safety Community Engagement matters and other road traffic related legislations, as well as policy guidelines governing road safety management. Proven ability to develop and produce road safety community programmes. Computer literacy. Skills: Good verbal and communication skills. Strong liaison and negotiation skills. A creative, assertive and confident approach with road safety research projects. Planning, facilitation and coordination skills, Monitoring and evaluation, Meeting procedures and presentation, Report writing skills, Verbal and written communication skills, Computer literacy. The ability to interact professionally and effectively with diverse stakeholders. Interpersonal relations, report writing, problem solving and analytical skills. Planning and organising, Teamwork, Flexibility and Conflict resolution.

DUTIES	:	Conduct research on community engagement strategies and develop relevant strategies for the Province. Develop and monitor implementation of road safety community projects. Liaise with community based structures and other relevant stakeholders on road safety matters. Manage and coordinate road safety community engagement programmes and projects. Monitor and evaluate road safety community engagement projects in the Province. Advice communities about the process and regulations of the Road Accident Fund.
ENQUIRIES	:	Ms. M Tshukudu Tel No: (018) 200 8060
APPLICATIONS	:	CSTMrecruitment03@nwpg.gov.za
POST 31/404	:	**DEPUTY DIRECTOR: ROAD SAFETY PROMOTIONS REF NO: 04/2026/2027** Directorate: Road Safety
SALARY	:	R1 101 468 per annum (Level 12), total package
CENTRE	:	Head Office: Mahikeng
REQUIREMENTS	:	Grade 12 certificate or equivalent, three (3) years Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Education/ Communication and Marketing/ Social Science. Five (5) years' relevant working experience within road safety environment. Three (3) to Five (5) years must be at Junior Management level (Assistant Director). A valid driving license. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service Regulation, Public Service Act. Project Management. Advance knowledge of Road Safety programmes and projects. An understanding of PFMA, Treasury Regulations and other related prescripts and the ability to implement the same. A thorough knowledge of Road Safety Community Engagement matters and other road traffic related legislations, as well as policy guidelines governing road safety management. Proven ability to develop and produce road safety community programmes. Computer literacy. SKILLS: Good verbal and communication skills. Strong liaison and negotiation skills. A creative, assertive and confident approach with road safety research projects. Planning, facilitation and coordination skills, Monitoring and evaluation, Meeting procedures and presentation, Report writing skills, Verbal and written communication skills, Computer literacy. The ability to interact professionally and effectively with diverse stakeholders. Interpersonal relations, report writing, problem solving and analytical skills. Planning and organising, Teamwork, Flexibility and Conflict resolution.
DUTIES	:	Develop Road Safety Promotions strategies, Conduct Road Safety promotions research projects. Coordinate and liaise with National Department of Transport and other safety components in other provinces. Liaise with relevant stakeholders within the province, Monitor and evaluate road safety promotions in the province, Ensure effective and integrated coordination of all marketing, branding and media liaison. Manage and coordinate road safety awareness campaigns, Develop the production of road safety awareness materials.
ENQUIRIES	:	Ms. M Tshukudu Tel No: (018) 200 8060
APPLICATIONS	:	CSTMrecruitment04@nwpg.gov.za
POST 31/405	:	**DEPUTY DIRECTOR: DISTRICT CORPORATE SERVICES REF NO: 05/2026/2027** Directorate: District Operations
SALARY	:	R932 292 per annum (Level 11), total package
CENTRE	:	Ngaka Modiri (X1 Post) Dr Keneth Kaunda (X1 Post) Dr. Ruth Segomotsi Mompati (X1 Post)
REQUIREMENTS	:	Grade 12 Certificate and three (3) year National Diploma/Degree in Human Resource Management / Public Management / Public Administration / Financial Management (NQF level 6/7). Minimum of Five (5) years relevant working experience in Human Resource Management / Financial Management environment coupled with at least three (3) years in a supervisory position (Assistant Director). Valid Driver`s License. Knowledge: Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. Skills: Computer Literacy (MS Word, Excel, PowerPoint). Report Writing. Change Management. Good stakeholder engagement skills.

DUTIES : Coordinate the advertising, shortlisting, and appointment processes for district office in line with DPSA regulations and EE targets. Coordinate the implementation of conditions of service. Facilitate the implementation of PMDS, ensure timely performance agreements, reviews, and moderation processes are done across the district. Coordinate handling of grievance, misconduct cases, and disciplinary processes; promote EHW programmes and occupational health initiatives. Coordinate the Workplace Skills Plan (WSP) submission and monitor implementation of training interventions for district staff. Monitor maintenance of accurate PERSAL records, HR statistics, and submission of month/ quarterly HR reports to provincial office. Coordinating Financial Management Services and also compiling consolidating, and monitoring district's annual budget and MTEF submissions in line with treasury guidelines. Coordinate the development and implementation of the district's procurement plan in line with the approved budget.

ENQUIRIES : Dr. MG Marindi Tel No: (018) 200 8060

APPLICATIONS : CSTMrecruitment05@nwpg.gov.za

POST 31/406 : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT REF NO: 06/2026/2027**
Directorate: Human Resource Management

SALARY : R932 292 per annum (Level 11), total package

CENTRE : Head Office – Mahikeng

REQUIREMENTS : Grade 12 Certificate or equivalent. Three years diploma/degree (NQF level 6/7) as recognised by SAQA in Human Resource Management/ Public Administration/Administration. Five (5) years' experience in the Human Resource Strategy, Planning and Information Management environment of which three (3) to Five (5) years must be at Junior Management level (Assistant Director). A valid driving license. Knowledge: Understanding of relevant legislation, policies and prescribe and procedures. Humana Resource Polices. Employment Equity Act. Human Resource Development Strategy. Handbook on Reasonable Accommodation for People with Disabilities in the Public Service 2008. JobAccess Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service. Performance Management Development System. Skills: Management. Good management skills. Presentation skills. Report Writing. Communications (Verbal and writing). Conflict Management. Policy Analysis and Computer Literacy. Ability to work under pressure.

DUTIES : Manage Human Resource Information Management, Post Establishment control and reporting. Manage Human Resource Strategy and Planning. Manage Employment Equity Planning and reporting. Coordinate Assessment of Human Resource Component's ability to deliver and service improvement mechanisms Provide strategic leadership in Human Resource Strategy, Planning and Information Management. Compile reports. Manage the key areas of subordinates.

ENQUIRIES : MS. TV Leteane Tel No: (018) 200 8055

APPLICATIONS : CSTMrecruitment06@nwpg.gov.za

POST 31/407 : **CONTROL PROVINCIAL INSPECTOR-WEIGHBRIDGE REF NO: 07/2026/2027**
Directorate: Traffic Law Enforcement

SALARY : R932 292 per annum (Level 11), total package

CENTRE : Rustenburg

REQUIREMENTS : A Grade 12 Certificate or equivalent and relevant tertiary qualification three (3) year Diploma /Degree. Basic Traffic Diploma. Seven (7) to Ten (10) years' experience working experience in the field in Traffic Law Enforcement or equivalent. Three (3) to Five (5) years management experience. Valid Driving License at least a code B. No Criminal record. Knowledge: Knowledge of Public Service Prescripts. Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable legislations –Public transport and traffic environment. Knowledge of Performance Management Development System. Skills: Records management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management.

Projects management. Projects management. Self –management. Time management. Risk management. Change management. Public information management. Planning and organizing. Report writing. Verbal and written communication skill. Computer literacy. Teamwork.

DUTIES : Provide effective and efficient leadership. Evaluate the activities of the District Operational plans to ensure strategic alignment with the strategic plan, budget statements and National and Provincial Strategies. Create and facilitate an enabling environment between Provincial and Local Government in respect of Traffic Law Enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of district law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery. Provide strategic leadership and mentoring to district role players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the district.

ENQUIRIES : Mr. M Morule Tel No: (018) 381 9110
APPLICATIONS : CSTMrecruitment07@nwpg.gov.za

POST 31/408 : **CHIEF PROVINCIAL INSPECTOR REF NO: 08/2026/2027**
Directorate: Law Enforcement

SALARY : R605 742 per annum (Level 10)
CENTRE : Ventersdorp Traffic Station (X1 Post)
Vryburg Traffic
Station (X1 Post)
Rusternburg Traffic Station (X1 Post)
Koster Traffic Station-Weighbridge (X1 Post)

REQUIREMENTS : Grade 12 certificate or equivalent. Basic Traffic Diploma. Three-year National Diplom a/ Bachelor's Degree or equivalent. Three (3) to five (5) years supervisory (salary level 7/8) experience. Seven (7) to Ten (10) years working experience in the Road Traffic Law Enforcement field. A valid relevant driving license (A and EC), and no Criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment and completion of law enforcement documents. Public Service Policies and Regulations. Knowledge of Public Financial Management Act. Performance Management Development System. Skills: Computer literacy. Records management. Customer relationship management. Planning, organising, leading and controlling. People management. Verbal and written communication. Decision making. Problem solving. Report writing. Labour relations. Driving skills. Investigation skills. Motivational skills. Innovation/creativity skills. Operational /Project management.

DUTIES : Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road safety through effective and efficient law enforcement. Manage the key responsibility areas of the managed.

ENQUIRIES : Mr. M Morule Tel No: (018) 381 9110
APPLICATIONS : CSTMrecruitment08@nwpg.gov.za

POST 31/409 : **ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION REF NO: 09/2026/2027**
Directorate: Transport Planning and Policy Development

SALARY : R605 742 per annum (Level 10)
CENTRE : Ngaka Modiri Molema and Dr Kenneth Kaunda District
REQUIREMENTS : Grade 12 certificate or equivalent plus a three-year National Diploma / Bachelor's Degree as recognised by SAQA in Transport Management / Transport and Logistics Management/Transport Economics (NQF level 6/7). Three (03) to five (05) years' experience in Land Transport Planning Processes, Legislation and Policy Development environment of which two (2) years must be at supervisory (salary level 7/8) level in Land Transport Planning, Legislation and transport Policy Development environment. Project Management Course will be an added advantage. A valid Driving Licence.

Computer Literacy. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy 1996. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN), Provincial Land Transport Framework (PLTF) and National Land Transport Strategic Framework (NLTSF). Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Skills: Basic research and data analysis skills. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Ability to manage personnel as well as Government resources. Ability to formulate, interpret and implement policies. Work ethics and integrity. Ability to adhere to strict deadlines. Organizing, planning and stakeholder liaison skills. Conflict management and negotiation skills.

DUTIES : Manage and coordinate transport planning processes within Provincial and Municipal development planning processes. To coordinate update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the provincial, District and Local Municipalities Transport forums. Manage migration of Integrated Transport Plans into Municipal Integrated Development Plans. Manage integration of Transport Planning and Land-Use planning and management. Participate in Municipal Strategic planning structures. Liaise with external and internal stakeholders and represent the Sub-Directorate on various Committees and Task Teams related to planning and co-ordination. Project Management by assisting with internal projects, with specific reference to Transport Planning needs assessment, Strategy and Project Planning, Project Monitoring, evaluation and Municipality regarding all issues of transport. Support the Directorate on Administration and Management of the Division: Transport Planning and Coordination responsible for Ngaka Modiri Molema and Dr Kenneth Kaunda District Municipalities, through periodic development, monitoring and assessment of the managed. Coordinate Transport Planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated Budget of Projects.

ENQUIRIES : Mr. S. Molotsi Tel No: (018) 200 8198, CSTMrecruitment09@nwpg.gov.za

POST 31/410 : **ASSISTANT DIRECTOR: TRANSPORT POLICY DEVELOPMENT AND RESEARCH REF NO: 10/2026/2027**
Directorate: Transport Planning and Policy Development

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent plus a three-year National Diploma / Bachelor's degree as recognised by SAQA in Transport Management/ Transport and logistics Management / Transport Economics (NQF level 6). Three (03) to Five (05) years relevant work experience in Transport Management of which two (2) years must be at supervisory (salary level 7/8) level in Transport Management environment or transport Policy Development and Research. Project Management Course will be an added advantage. A valid Driving License. Computer Literacy. Knowledge: Extensive knowledge of National Land Transport Act, Act no 5 of 2009, White Paper on National Transport Policy, 2021. Knowledge of Public Service Act and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills: Basic research and data analysis skills. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Ability to manage personnel as well as Government resources. Ability to formulate, interpret and implement policies. Work ethics and integrity. Ability to adhere to strict deadlines. Organizing, planning and stakeholder liaison skills. Conflict management and negotiation skills.

DUTIES : Manage the facilitation and coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating Transport Legislations, Policies and Strategies.

Represent the Sub -Directorate on various Committees and Task Teams in relation to the development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budget needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects. Compile monthly and quarterly reports for the sub-directorate.

ENQUIRIES : Mr. S. Molotsi Tel No: (018) 200 8198, CSTMrecruitment10@nwpg.gov.za

POST 31/411 : **ASSISTANT DIRECTOR: DISTRICT CORPORATE SERVICES REF NO: 11/2026/2027**
Directorate: District Operations

SALARY : R487 197 per annum (Level 09)
CENTRE : Ngaka Modiri (X1 Post)
Dr Keneth Kaunda (X1 Post)
Dr Ruth Segomotsi Mompati (X1 Post)
Bojanala (X1 Post)
REQUIREMENTS : Grade 12 Certificate and three (3) year National Diploma/Degree in Human Resource Management /Public Management /Public Administration/ Financial Management. Three (3) to five (5) years relevant working experience in Human Resource Management / Financial Management environment of which Two (2) years must be in a supervisory (salary level 7/8) level. Valid Driver`s License. Knowledge: Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Proven management ability and attributes of dynamic leadership skills.
DUTIES : Facilitate the advertising, shortlisting, and appointment processes for district office in line with DPSA regulations and EE targets. Facilitate the implementation of conditions of service. Facilitate the implementation of PMDS, ensure timely performance agreements, reviews, and moderation processes are done across the district. Facilitate handling of grievance, misconduct cases, and disciplinary processes; promote EHW programmes and occupational health initiatives. Facilitate the Workplace Skills Plan (WSP) submission, and implementation of training interventions for district staff. Maintain accurate PERSAL records, HR statistics, and submission of month/ quarterly HR reports to provincial office. Facilitate Financial Management Services and also compiling consolidating, and monitoring district's annual budget and MTEF submissions in line with treasury guidelines. Develop and implement the district's procurement plan in line with the approved budget.
ENQUIRIES : Dr. MG Marindi Tel No: (018) 200 8060
APPLICATIONS : CSTMrecruitment11@nwpg.gov.za

POST 31/412 : **ASSISTANT DIRECTOR-SHERQ MANAGEMENT REF NO: 12/2026/2027**
Sub-Directorate: Integrated Employee Health and Wellness

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric (Grade 12) certificate plus appropriate Diploma/Degree (NQF level 6/7) in Safety Management or equivalent qualification. Training in SAMTRAC will be an added advantage. Minimum 3-5 years relevant experience. Two (2) years must be in a supervisory (salary level 7/8) level. A valid driver's licence. Knowledge: Thorough knowledge of the legislative and regulatory environment informing workplace safety but not limited to: Good knowledge of the Occupational Health and Safety Act, 1993, Labour Relations Act,1995, Basic Conditions of Employment Act,1997, General knowledge of the health and safety environment., PSA Employee Health and Wellness Strategic Framework and its Objectives, Knowledge of COID Act and PFMA. Competencies And Skills: Proven report-writing and presentation skills. Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities.

DUTIES	:	Develop, implement and monitor compliance with the Safety, Health, Environment and Risk & Quality management (SHERQ). Develop Occupational Health and Safety Framework Inspections. Develop, implement and monitor SHERQ management systems. Evaluate and analyse risk factors that impact on the Department in terms of SHERQ management. Supervision of subordinates.
ENQUIRIES	:	Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment12@nwpg.gov.za
POST 31/413	:	**ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 13/2026/2027** Directorate: Human Resource Management
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Head Office- Mahikeng
REQUIREMENTS	:	Grade 12 Certificate or equivalent. National Diploma / Bachelor's Degree (NQF level 6/7) qualification in Public Management / Public Administration / Administration / Industrial Psychology / Human Resource Management as recognised by SAQA Three (3) to five (5) years relevant working experience in Change Management of which two (2) years must be at a Supervisory (salary level 7/8) Level. A valid driver's license. Knowledge: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. Knowledge of DPSA resolutions and guidelines. Change Management tools, principles and methodologies. Customer Care (Batho Pele Principles). Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy.
DUTIES	:	Coordinate the integration of Service Delivery Improvement Plans. Monitor the coordination of Change Management Engagement Programmes. Coordinate the implementation of Batho Pele programme within the Department. Monitor the Coordination and preparation of Departmental Annual Citizens Report. Conduct individual and organisational climate and culture surveys. Manage all performed administrative activities and key responsibilities of staff.
ENQUIRIES	:	Ms. KG Twasing Tel No: (018) 200 8076
APPLICATIONS	:	CSTMrecruitment13@nwpg.gov.za
POST 31/414	:	**ASSISTANT DIRECTOR: HR PERFORMANCE MANAGEMENT REF NO: 14/2026/2027** Directorate: Human Resource Management
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 certificate or equivalent plus 3 years National Diploma/ Degree in Human Resource Management/ Public Administration/ Public Management. Three (3) to five (5) years working experience in the Performance Management and Development System of which two (2) years must be at supervisory (salary level 7/8) level. PERSAL (Personnel Administration) certificate is required. Knowledge: Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relations Act, PMDS policy and other applicable legislations. Assessment process and technique. Skills: Computer skills. Data analysis skills and report writing skills. Ability to maintain positive interpersonal relations and work as a team. Good communications skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure and meet deadlines.
DUTIES	:	Facilitate the effective implementation of Performance Management and Development System in the Department Focusing on the following functions: Facilitate and monitor Performance Contracting/ Signing of Performance Agreements. Facilitate capturing of signed Performance Agreements on the PERSAL system. Conduct Quality Assurance of submitted PMDS documents. Provide support and guidance on PMDS in the Department. Facilitate PMDS training in the Department in line with the PMDS policy and regulatory framework. Coordination of Moderation processes. Compile submission for all moderated documents for approval. Implementation of Moderation outcomes on the PERSAL System. Management of Probation in the Department. Develop and maintain a database for submitted PA, Half Yearly and Annual Assessment Documents. Maintain proper record keeping. Manage and develop staff.
ENQUIRIES	:	O Mogotsi Tel No: (018) 2008181
APPLICATIONS	:	CSTMrecruitment14@nwpg.gov.za

POST 31/415	:	**SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: 15/2026/2027** Directorate: Human Resource Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate or equivalent and Three (3) years Diploma/Degree in Human Resource Management/Public Administration/Administration or related with Two (2) to Five (5) years working experience in performance management development system. PERSAL (Personnel Administration) certificate. Valid endorsed Drivers License. Knowledge: Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Ac, Labour Relation Act. MDS policy and other applicable legislations. Assessment process and technique. Skills: Computer skills. Data analysis skills and report writing skills. Ability to maintain positive interpersonal relations and work as team. Ability to conduct training and presentation. Good communication skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure.
DUTIES	:	Conduct training (briefing sessions) on PMDS in line with the PMDS policy and regulatory framework. Conduct Quality Assurance on PMDS documents. Coordinate Moderation processes. Compile submission for all moderated documents for approval. Facilitate confirmation of probations. Assist in record keeping of employee's assessment and compile data on assessments statistics. Compile monthly, quarterly, and annual reports. Advice managers and supervisor on PMDS policy of the department. Arrange and schedule moderation meetings, venues and other logistics. Manage and develop staff.
ENQUIRES	:	O Mogotsi Tel No: (018) 2008181
APPLICATIONS	:	CSTMrecruitment15@nwpg.gov.za
POST 31/416	:	**PRINCIPAL PROVINCIAL INSPECTOR REF NO: 16/2026/2027** Directorate: Law Enforcement
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Head Office (X1 Post) Ditsobotla Traffic Station (X1 Post) Ganyesa Traffic Station (X1 Post) Brits Traffic Station (X1 Post)
REQUIREMENTS	:	Grade 12 or equivalent plus Basic Traffic Diploma from registered traffic college. Six (6) to ten (10) years working experience in the Road traffic management field. A Valid driving license and no criminal record. Knowledge: Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regards to National Road Traffic Act and other relevant road traffic related legislation, vehicle inspections/impoundment; Completion of law enforcement documents, Skills: Records management. Customer relationship management. Planning; Organising; leading; Controlling and people management. Verbal and written communication skills. Decision making, Problem solving, report writing and labour relations. Driving skills, investigation skills and motivational skills. Innovation/Creativity skills. Operational/Project management.
DUTIES	:	Enforce Road Traffic, Public passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and Projects (Co-Operative Governance). Identify and manage Risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop traffic law enforcement officials.
ENQUIRIES	:	Mr. M Morule Tel No: (018) 381 9110
APPLICATIONS	:	CSTMrecruitment16@nwpg.gov.za
POST 31/417	:	**SENIOR ADMINISTRATIVE OFFICER: INTERNAL REGISTERING AUTHORITY REF NO: 17/2026/2027** Directorate: Transport Administration and Licensing
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Molopo Registering Authority: Mafikeng

REQUIREMENTS : Matric/Grade 12 or equivalent, three (3) years Degree/National Diploma in Public Management/Public Finance Management, Internal Audit. Three (3) – five (5) years' experience in NaTIS Motor Vehicle Administration. Valid driving licence. Knowledge: Knowledge and understanding of the National Road Traffic Act 93 of 1996, NaTIS Procedure Manual, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. Skills: Ability to work under pressure. Good written and verbal communication skills. Computer literacy skills, problem solving and ability to work in a team as well as independently

DUTIES : Render the supervision of services within the registering authority. Manage the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicles. Provide supervision over the reconciliation of cash collected/debit cards slips against the performed transitions. Check transactions documents performed by cashiers against the system generated information report (RD323 and RD324). Manage the administration of face value documents and all other application forms used by the registering authority. Ensure compliance to the National Road Traffic Act and Help Desk minimum requirements for sensitive transactions. Ensure the provision of equipment and materials to NaTIS Users at the registering authority. Manage the performance and development of staff at the registering authority. Compile monthly financial and non-financial performance reports.

ENQUIRIES : Ms L. Segopolo Tel No: (018) 388 1232

APPLICATIONS : CSTMrecruitment17@nwpg.gov.za

POST 31/418 : **PRINCIPAL COMMUNICATION OFFICER: (GRAPHIC DESIGNER) REF NO: 18/2026/2027**
Directorate: Communication Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Mahikeng

REQUIREMENTS : A Bachelor's Degree/ National Diploma in Corporate Communication specialized with multimedia or Animation/ Diploma in Graphic Design or relevant discipline from an accredited institution and practical 3 years relevant experience in Internal communications. Valid Driving license. Competencies/ Knowledge And Skills: Familiarity with Illustrator and InDesign, Proficiency in Photoshop and Dreamweaver, Adobe Creative Suite: Photoshop, Adobe Creative Suite: InDesign Adobe Creative Suite: Illustrator, Adobe Freehand, Autodesk, Adobe After Effects, AutoCAD Software, Microsoft Publisher, CAAD Software, Microsoft Visto, CorelDraw Graphic Suite, QuarkXPress. The successful candidate must have an exceptional, innovative design skills, Excellent communication and presentation skills, and time-management skills for meeting deadlines. The successful candidate must possess knowledge of HTML, CSS3, and JavaScript, WordPress Proficiency with photo-editing software. The ability to design graphics to meet specific promotional and viable needs like logos, packaging, displays, or imagery for digital and printable products. To ensure consistency across all brand assets and establish a strong brand identity and recognition in the Province considering factors like user experience, responsiveness, and interactivity. The successful must be able to create designs for various print materials including brochures, flyers, posters, business cards, packaging, and signage, ensuring that the designs are visually appealing and effectively communicate the intended message. Use image editing software such as Adobe Photoshop to edit, retouch, and manipulate photographs and illustrations to achieve desired visual effects and enhance overall design quality. Must be able to work well in a team; Project management knowledge and experience is required. The applicant must be able to plan, organize, meet deadlines and work under pressure; Must be willing and able to work long hours including weekends and public holidays; NB: Knowledge and experience in and of Artificial Intelligence will be taken as an added advantage.

DUTIES : Developing visual branding elements such as logos, colour palettes, typography, and brand guidelines that reflect the departmental Corporate Identity Manual. Create visual text and imagery concepts with the help of computer software. Develop the production design and overall layout for advertisements, magazines, banners, products, brochures, and more. Decide how images and text work to fit a specific layout and size. Implement Corporate Identity Manual by collaborating for text design and creation. Communicate concepts and designs to service providers prior to incorporating them into

revised designs. Amend designs based on Corporate identity Manual. Scan final graphic designs for typos and errors before publishing. Design graphics for website, mobile apps, and digital presentations. Design concepts, mock-ups, and prototypes to service providers, ensuring alignment with project goals and expectations.

ENQUIRIES : Ms. Maqoboza YM Tel No: (018) 200 8032
APPLICATIONS : CSTMrecruitment18@nwpg.gov.za

POST 31/419 : **PRINCIPAL COMMUNICATION OFFICER: (EXTERNAL COMMUNICATIONS) REF NO: 19/2026/2027**
Directorate: Communication Services

SALARY R413 001 per annum (Level 08)
CENTRE : Mafikeng
REQUIREMENTS : A Bachelor's Degree / National Diploma in Communications/ Public Relations/ Journalism/ Multimedia Design from an accredited institution and practical 3 years relevant experience in external communication with a strong media focus. Valid Driving license. Competencies / Knowledge And Skills: Must have excellent writing skills and an impeccable command of English language. Good understanding of South African as well as international media. Must have sound inter-personal relations, negotiation skills and ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports is essential. The successful candidate must also be computer literate (packages such as Microsoft; Excel, Power-Point, MS Word, E-mail, Internet). The applicant must be able to plan, organize, meet deadlines and work under pressure. Must be willing and able to drive, to travel and work long hours including weekends and public holidays. Must be able to work well in a team. Stakeholder and project management knowledge and experience is required. NB: Knowledge and experience in and of artificial intelligence will be taken as an added advantage.

DUTIES : The successful candidate will provide a media liaison function for the Department inclusive of, but not limited to, daily media monitoring, conducting the media monitoring teleconference, facilitating responses to media queries and inquiries, arranging media briefings, providing media support to the Department at events; assisting with updating media databases. Drafting media plans and media exit reports, drafting monthly reports, assisting with the media audio clip function, update social media pages, bulk SMS system and other related media innovation services. Render a media writing function this includes, but not restricted to, the writing of media invitations, media statements, media fact sheets and articles. Employ innovation of the new media communication systems to heighten the overall objective of raising awareness of Departmental issues, events and projects.

ENQUIRIES : Ms. Maqoboza YM Tel No: (018) 200 8032
APPLICATIONS : CSTMrecruitment19@nwpg.gov.za

POST 31/420 : **SENIOR PROVINCIAL INSPECTOR REF NO: 20/2026/2027**
Directorate: Law Enforcement

SALARY : R338 106 per annum (Level 07)
CENTRE : **Lehurutshe:**
Traffic Station (Weighbridge) (X1 Post)
Ganyesa:
Traffic Station (X1 Post)
Taung Traffic Station (X1 Post)
Rusternburg Traffic Station (X1 Post)
Mogwase Traffic:
Station (X3 Posts)
Bapong (X1 Post)

REQUIREMENTS : Grade 12 certificate or equivalent plus Basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record. Knowledge: Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regards to National Road Traffic Act and other relevant road traffic related legislation, vehicle inspections/impoundment; Completion of law enforcement documents, Skills: Records management. Customer relationship management. Planning;

Organising; leading; Controlling; people management. driving skills; investigation skills; motivational skills, innovation/creativity skills; operational.

DUTIES : Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic Act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents, serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

ENQUIRIES : Mr. M Morule Tel No: (018) 381 9110
APPLICATIONS : CSTMrecruitment20@nwpg.gov.za

POST 31/421 : **PERSONNEL PRACTITIONER: HEALTH AND PRODUCTIVITY MANAGEMENT REF NO: 21/2026/2027**
Sub-Directorate: Integrated Employee Health and Wellness

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Mmabatho
REQUIREMENTS : Matric (Grade 12) certificate or equivalent plus three (3) years National Diploma in Human Resource Management / Public Management. One (1) to two (2) years relevant experience. PERSAL certificate on leave Administration is required. Knowledge: Good knowledge on Incapacity Leave and Ill-health Retirement in the Public Service, Compensation for Occupational Injuries and Diseases Act, BCEA and Labour Relations Act. Skills: Planning and coordinating skills. Good communication skills, presentation skills and good interpersonal relationship, computer literacy. A valid driver's license. Knowledge: Thorough knowledge of the legislative and regulatory environment informing workplace safety but not limited to; Good knowledge of the Occupational Health and Safety Act, 1993; Labour Relations Act,1995; Basic Conditions of Employment Act,1997; General knowledge of the health and safety environment; DPSA Employee Health and Wellness Strategic Framework and its Objectives; Knowledge of COID Act and PFMA. Competencies And Skills: Proven report-writing and presentation skills. Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities.

DUTIES : Develop, implement and monitor compliance with the Safety, Health, Environment and Risk & Quality management (SHERQ). Develop Occupational Health and Safety Framework Inspections. Develop, implement and monitor SHERQ management systems. Evaluate and analyse risk factors that impact on the Department in terms of SHERQ management. Supervision of subordinates.

ENQUIRIES : Ms. IFK Selomane Tel No: (018) 200 8304
APPLICATIONS : CSTMrecruitment21@nwpg.gov.za

POST 31/422 : **PERSONAL ASSISTANT REF NO: 22/2026/2027**
Chief Director: District Coordination and Government Fleet

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Mmabatho
REQUIREMENTS : Grade 12 plus NQF level 6 from recognised tertiary institutions in Office administration/ Office management/ Management Assistant/Secretarial with 2-3 years' experience in office administration/ secretarial duties. Knowledge: Relevant legislation, policies and prescribed procedures. Knowledge of basic financial administration. Proper filing nd record keeping. Skills: Good telephone etiquette. Good communication skills and interpersonal relations. Computer skills. Good verbal and written communication skills.

DUTIES : Provide and maintain access and security of information and documents. Render administrative and Secretarial support to manager as and when required. Prepare reports and minutes of meetings. Management appointments and other logistical arrangements relating to activities of manager. Manage incoming and outgoing documents. Perform administrative

		duties pertaining to office affairs. Provide a professional reception service to intern and external guests and clients.
ENQUIRIES	:	Dr. MG Marindi Tel No: (018) 200 8376
APPLICATIONS	:	CSTMrecruitment22@nwpg.gov.za
POST 31/423	:	**ACCOUNTING CLERK SUPERVISOR REF NO: 23/2026/2027** (Natis Revenue Management and Administration Directorate: Transport Administration and Licensing
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	Grade 12 certificate or equivalent. Three (3) to five (5) years relevant working experience in NaTIS revenue reconciliation administration, financial administration. Computer literacy. Knowledge: knowledge and understanding of the Public Finance Management Act (PFMA). Treasury Regulation, National Traffic Information System (NaTIS), National Road Traffic Act (NRTA) and other relevant policies and procedures. Skills: Good communication skills, Computer literacy. Ability to work under pressure. Solving and decision making. Report writing.
DUTIES	:	Supervise NaTIS revenue reconciliation. Administer and control of NaTIS revenue. Financial control and compliance. Reporting and record keeping. Supervice personnel performance in the division. Provide assistance to audit process in relation to revenue receipts and listing.
ENQUIRES	:	Ms E Leeuw Tel No: (018) 388 1112
APPLICATIONS	:	CSTMrecruitment23@nwpg.gov.za
POST 31/424	:	**ARTISAN PRODUCTION GRADE A REF NO: 24/2026/2027 (X2 POSTS)** Directorate: Government Motor Fleet
SALARY	:	R253 341 per annum, (OSD)
CENTRE	:	Ngaka Modiri Molema
REQUIREMENTS	:	Grade 10 plus a completed apprenticeship and passed trade test in motor mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, knowledge of Road Transport Quality system (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, self-management and analytic skills. Ability to communicate and Basic computer skills, customer focus and responsiveness, planning and organizing skills. problem solving skills and decision making.
DUTIES	:	Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.
ENQUIRIES	:	Mr. B Mere Tel No: (018) 293 6682
APPLICATIONS	:	CSTMrecruitment24@nwpg.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

CLOSING DATE : 11 September 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. 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 31/425 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Communicate (verbal, read, write). Inherent requirements of the job: Available and willing to participate in after-hours duties; if required. Valid (Code B/EB) driver's licence.

DUTIES : Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the Rural West ecosystem. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.

ENQUIRIES : Dr C Prinsloo Tel No: (021) 860-2500 or email: charl.prinsloo@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be required to undergo a practical test. It should be noted that advertised posts are linked to the Institution that forms part of the Ecosystem Service platform. Upon

appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 31/426 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Orthopaedic Surgical service with appropriate skills and experience at district level or equivalent. Proven clinical skills including surgical and procedural competency with willingness to teach & train undergraduates and junior doctors. Strong ethical principles and resilience, with excellent communication, leadership and problem-solving skills. Strong administrative and clinical governance skills including digital literacy.

DUTIES : Clinical service delivery in Orthopaedic Surgery, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) – rendering of high-quality care in all aspects of Orthopaedics within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Orthopaedics in the Metro East ecosystem.

ENQUIRIES : Dr Craig Brown Tel No: (021) 918-1911

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

POST 31/427 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs), (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesia. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesia. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist in Anaesthesia, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Anaesthesia, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work commuted overtime. Competencies (knowledge/skills): Clinical experience in Anaesthesia and critical care and be able to render high-quality clinical care in district level Theatre-Anaesthesia-Surgery environment, including responsibilities in high care. Excellent administrative and clinical governance skills. Ability to balance a large, diverse clinical workload, with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of district level Anaesthesia, including operating theatres, endoscopy suite, high care unit and wards. Administrative & clinical governance including lead-clinician activities, performance management, theatre & equipment management, morbidity & mortality review, medical record keeping, data analysis and quality improvement. Teaching, training and supervision of registrars, medical officers, inters and students, as well as participation in the hospital academic program. Domain specific ouputs and participation within the Metro East ecosystem, with a focus on district level theatre efficiency and including all aspects of Theatre-Anaesthesia-Surgery (TAS) functioning, alignment with & participation in Anaesthesia in the Metro East ecosystem.

ENQUIRIES : Mr J Lucas (CEO) Tel No: (021) 918-1223

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

POST 31/428 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate

experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004

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

POST 31/429 : **REGISTRAR (EMERGENCY MEDICINE)**
Chief Directorate: Metro Health Services
(4-Year Contract)

SALARY : R1 041 402 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Emergency and after-hour call cover. Willingness to travel and perform duties at various training complexes. FCEM (SA) Part 1 completed. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint and internet research. ATLS/ACLS/APLS or PALS certification.

DUTIES : Provide safe medical care for emergency patients presenting to the emergency departments of Khayelitsha District Hospital and associated training hospitals. Perform on-site after-hours duties as per the call roster. Supervise, train, and support medical interns, students, and medical officers who provide care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Learn critical skills required of an Emergency Physician. Involvement in research/audits relating to Emergency Medicine. Administrative and medicolegal duties. Maintain professional conduct.

ENQUIRIES : Dr C Kibamba Tel No: (021) 360-4331

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may apply on condition that proof of application and payment of prescribed registration fees to the relevant council are submitted on or before the interview date. This concession applies only to first-time registrations or change in registration status. Appointment as Registrar will be on contract and will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship, should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Stellenbosch or University of Cape Town according to the yearbook and guidelines." Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues.

POST 31/430 : **MEDICAL OFFICER GRADE 1 TO GRADE 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Participation in commuted overtime is compulsory. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.

DUTIES : Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants.

Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.

ENQUIRIES : Dr T Crede Tel No: (021) 377-4391

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

POST 31/431 : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1 -year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South-Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not to perform Community Service as required in South-Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South-Africa. Inherent requirement of the job: A valid (Code B/EB) drivers license Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Qualified with Dip PEC(SA) (Diploma in Primary Emergency Care). Willingness to participate in audits, research and quality improvements projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.

DUTIES : Clinical management of all emergency medicine presentations to the emergency centre including neonates, children and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation with regards to systems/publications/conference etc.

ENQUIRIES : Dr K Evans Tel No: (021) 377-4496

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 31/432 : **MEDICAL OFFICER GRADE 1 TO 3 (NEONATOLOGY)**
(2-Year Contract)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Practitioner in respect of South African (SA)-qualified employees. One-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. **Grade 2**: A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. **Grade 3**: A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. Inherent requirement of the job: Applicants must have a valid APLS/ PALS/ NLS certificate. Willingness to perform commuted overtime, work after hours and public holidays, to ensure continuous and uninterrupted patient care. A valid driver's licence. Willingness to work off-site at the MOU and provide outreach to Metro West District and to high-risk MOU's: Mitchell's Plain, Gugulethu, Hanover Park and Retreat. Willingness to provide outreach at 2-Military Hospital. Competencies (knowledge/skills): Post-internship experience in neonatology under on-site supervision of a registered paediatrician/neonatologist. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Competence in neonatal resuscitation and providing comprehensive neonatal routine and emergency care in an intensive care environment. Provision of high-standard in-patient and outreach services. Capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, referral and complex medical report writing skills. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy and strive for clinical service excellence despite resource constraints. Computer literacy.

DUTIES : Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Participation in patient statistics collection, eCCR patient management system and other WCG health applications. Effective and efficient administration of clinical services. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Ward-based formal and informal teaching and training of junior staff and undergraduate medical students. Actively participate in skills transfer, training, and all relevant academic opportunities. Improve professional competence by

regular self-learning and reflection. Provision of outreach and support to the Metro West Districts including MOU's; Mitchell's Plain, Gugulethu, Hanover Park and Retreat and 2-Military Hospital.

ENQUIRIES : Dr AM van Niekerk Tel No: (021) 659-5554

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

POST 31/433 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Anaesthesia service and appropriate experience in Anaesthesia at District level – including level 1 & 2 Obstetrics. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and post graduate level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Anaesthesia, including pre-operative assessments, general, regional & local anaesthesia, in-patient referrals for risk assessments and selected relevant procedural interventions in the wards and the Emergency Center. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities, including supervision of junior doctors and participation in the hospital academic program. Systems input and participation within the Metro East Ecosystem: Contribution to improvement of internal systems within the Anaesthesia service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the Anaesthesia service within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES : Dr M. Abrams Tel No: (021) 918-1904

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

POST 31/434 : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). (plus, a non-pensionable, rural allowance of 18% of the basic annual salary)

CENTRE : Robertson Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Commuted Overtime duties. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarean sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District, and guiding health care colleagues in managing difficult district-level cases.

DUTIES : Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.

ENQUIRIES : Dr A Williams Tel No: (023) 626-8539

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of interview. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 31/435 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Adult). Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Work night duty on a planned schedule to relief the night manager. Willingness to work overtime, weekends and public holidays. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy and basic financial management skills. Good verbal and written communication skills. The ability to work under pressure, be self-motivated, possess excellent interpersonal skills, leadership skills and the ability to work as part of a team and independently.
DUTIES : Supervise, plan and implement the provision of effective and efficient patient care in the Emergency Centre. Participate in analysis, formulation and implementation of the nursing guidelines, practices, standards mandatory procedures. Provide effective leadership and management of People management, financial and physical resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain professional growth/ethical standards, self-development and participate in inter-professional and multidisciplinary teamwork. Support to Supervisor and Management.
ENQUIRIES : Mr W Seconds Tel No: (021) 360-4549
NOTE : No payment of any kind is required when applying for this post.

POST 31/436 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R720 819 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Gansbaai Clinic Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council:

Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid Code B/EB/C1) driver's licence. Willingness to work overtime when needed. Competencies (knowledge/skills): Excellent verbal and written communication skills. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (Ms Office & Permis).

DUTIES : Provision of quality comprehensive health care to the community. Ensure rendering of a comprehensive nursing health care program for promotion of health, self-care, treatment, and rehabilitation of patients. Provision of administrative services. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Provision of educational services. Identify learner needs and provide opportunities for development. Provision of effective control and management of equipment and stock. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : CT Marais Tel No: (028) 312-1166

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

POST 31/437 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY : R720 819 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality (Psychiatry) after obtaining the 1-year post-basic qualification or a post-graduate diploma in the relevant specialty. Inherent requirements of the job: Ability and willingness to assist with shifts, on call and relief night matron for and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Psychiatric Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care.

DUTIES : Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.

ENQUIRIES : Ms E Smith, email: Emily.Smith@westerncape.gov.za

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

POST 31/438 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH) (CBS AND FBS)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum
CENTRE : Khayelitsha / Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases). Knowledge of Management and Community Orientated Primary Care (COPC).
DUTIES : Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. -Assist with NPO contract management. Perform the operational management (Implementation support, Monitoring Evaluation, integration, development and adjustment) of health programme technical support to the health facilities in a delegated sub-district. Provide mentorship, support and develop capacity(training) at facility level as relevant. Policy implementation and quality improvement initiatives as relevant in the delegated sub district. Manage all appropriate special projects. Assisting in ensuring effective delivery of the Integrated Services including HAST, VMMC, in the health facilities and in the community by all the personnel and stakeholders concerned within the Sub-district.
ENQUIRIES : Mr M Gaji Tel No: (021) 360-4713
NOTE : No payment of any kind is required when applying for this post.

POST 31/439 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: NIGHT DUTY)**
Cape Winelands Health District

SALARY : R571 161 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Cape Winelands TB Centre, Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Valid (Code B/EB) driver's license. Compulsory standby. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Be able to function independently and as part of the

multidisciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.

DUTIES : Manage, supervise and coordinating patient care and human resources on night duty in Brewelskloof hospital for all departments. Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations, and professional practices. Collect, verify and submit accurate midnight reports and handover of activities on night shift. Quality assurance management by auditing clinical records, doing ward rounds, managing patient safety incidents and complaints, coordinate and provide in-service training on night duty. Utilize the information management systems to enhance patient care and service.

ENQUIRIES : Ms R Van Rooyen Tel No: (023) 348-1309

NOTE : No payment of any kind is required when applying for this post. A practical test and a competency test will form part of the selection process.

POST 31/440 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement pf the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel between O&P Centre and Brackengate Facility to provide support when operationally required. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Principles of Management: leadership, supervisory, problem solving and conflict resolution. Knowledge of provincial infection and control measures and practices. Ability to analyze health systems information, and skills in the preparation of reports. Computer Literacy (MS Word, Excel, Powerpoint and Outlook) Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Financial Management control and ensure compliance pertaining to Medical Waste. Provide guidance and training in infection prevention control to staff. Participation in training and research programmes relevant to the principles and management of infection prevention and control. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Ensure well-functioning, multi-disciplinary infection control advisory committee. Support the Health Establishment (HE) staff meet the Ideal Clinic Realization and Maintenance (CRM) and Ideal Hospital Realization and Maintenance (IHRM). Establish measures that will ensure health and safety of staff and users. Management of risks as identified in terms if infection control and participation in outbreak investigations to give relevant inputs and advice. Monitor data quality in the Health Establishment.

ENQUIRIES : Ms BS Stroebel Tel No: (021) 370-2488

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

POST 31/441 : **OPERATIONAL MANAGER NURSING (GENERAL: POST NATAL)**
Chief Directorate: Rural Health Services

SALARY : R571 161 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirements of the job: Ability and willingness to assist with shifts, on call and relief night matron for and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth and self-development, including leadership skills and behaviours.

ENQUIRIES : Ms B Fourie, email: Bernice.Fourie@westerncape.gov.za

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

POST 31/442 : **OPERATIONAL MANAGER NURSING (GENERAL)**
West Coast District

SALARY : R571 161 per annum

CENTRE : Citrusdal Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Ability and willingness to assist with shifts after-hour hospital cover including weekends, public holidays, nigh duty relief and overtime as the need arises. Valid code B/EB driver's licence. Ability to travel to attend meetings, outreach, or operational activities. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy. Ability to work in a high-pressure healthcare environment with frequent interruptions and competing priorities. Ability to supervise, support, and manage staff across various categories.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation on nursing care plan and evaluation thereof. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Ms L van Geems-Wolmarans Tel No: (022) 921-2153
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 31/443 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CHILDREN'S WARD)**
Chief Directorate: Metro Rural Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
CENTRE : Karl Bremer Hospital, Northern / Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification or post graduate diploma in in the relevant speciality. Inherent requirements of the job: Valid driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekends. Relief the Operational Manager: Nursing when needed. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of speciality. Ability to promote quality through the setting, implementation, and monitoring of nursing standards in the Children's ward. Ability to function independently as well as part of a multi-disciplinary team. Effective verbal, written communication, interpersonal, decision-making, conflict-resolution skills and be computer literate (i.e. MS Word, Excel, PowerPoint, and Outlook).
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
ENQUIRIES : Mr MF Fortuin- Ntetha Tel No: (021) 918-1279
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification Or a post-graduate diploma in the relevant specialty. Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 31/444 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X2 POSTS)**
Chief Directorate: Metro Rural Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science:

Operating Theatre (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Perioperative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Will be required to work shifts (day & night), weekends and public holidays. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of speciality. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the operating theatre. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, decision making, conflict resolution skills, good organisational skills and the ability to function under pressure.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279

NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 31/445 : **PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: PSYCHIATRY (72-HOUR ASSESSMENT AND OBSERVATION UNIT)**
Chief Directorate: Metro Rural Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post- graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts and after hours when needed (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of nursing care processes, procedures, legislation, policies and protocols. Good communication skills both verbal and written and also have basic computer literacy skills. Facilitation skills and ability to effectively plan and co-ordinate nursing functions in the unit. Problem solving

and decision-making skills and be able to function independently and part of the multi-disciplinary team.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within the professional and legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.

POST 31/446 : **ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING) (X2 POSTS)**
Directorate Management Accounting

SALARY : R487 197 per annum

CENTRE : Head Office, Cape Town, stationed at Bellville Health Park in Bellville (Sub-Directorate: Strategic Budget Analysis)

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

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

ENQUIRIES : Ms W Hanekom Tel No: (021) 815-8608

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

POST 31/447 : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
West Coast Health District

SALARY : R487 197 per annum
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations. Inherent requirements of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal and good time management planning skills. Ability to think analytical and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in the essential services.
DUTIES : Support and advice to all staff and supervisors with regards to employee relations. Effective management of all disciplinary matters and disputes. Monitor and maintain the collective bargaining structures. Provide training with regards to employee relations to all employees. Provide advice, guidance and support to your supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
ENQUIRIES : Mr R van Staden Tel No: (022) 814-0331
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 31/448 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (ANALYST DEVELOPER)**
Directorate: Information Technology

SALARY : R487 197 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate working experience in IT Environment and Systems Development. Appropriate experience developing and maintaining systems using C# and .Net/ .NET Core technologies. Appropriate proven experience developing enterprise systems and RESTful APIs. Appropriate experience developing and maintaining RESTful APIs. Appropriate experience with Git-based source control and CI/ CD pipelines. Appropriate experience working within Agile/ Scrum delivery environments. Appropriate experience supporting digital transformation initiatives. Appropriate experience in healthcare, public sector, or other regulated environments. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): Proficiency in C# and .NET/ .NET Core. Strong understanding and experience applying: OOP, SOLID principles and clean coding practices. Understanding of authentication, authorization and secure API development. Strong SQL Server and database development. Basic understanding of Microsoft Azure or similar cloud platforms. Knowledge of messaging/ event- driven systems. Ability to estimate development effort and manage delivery expectations. Proven ability to build and maintain relationships with stakeholders. Familiarity with Agile development methodologies and Scrum practices. Strong debugging, troubleshooting, problem- solving and analytical skills. Strong communication and collaboration skills.
DUTIES : Document procedures and processes relating to development. Maintain updated technical documentation. Ensure developed systems adhere to defined compliance standards. Ensure systems integrity and reduce risks for developed systems by embedding compliance into the development lifecycle by continuously monitoring through logging, alerting and audit mechanisms. Integration with other health and other related systems to achieve certain outputs Head Office. Build scalable, reusable integration solutions that enable end-to-end business operations, growth and agility. Deliver high-quality integrations that maintain data integrity and minimize disruptions. Database Design and development. Develop and maintain full stack. Net systems by actively contributing across software design, development and testing, ensuring integration between front-end and back-end components deliver reliable, high-quality systems. Design and develop systems as per business requirements that are maintainable, scalable and aligned to defined architectural standards. Develop high-quality systems by adhering to coding standards and best practices with minimized defects. Apply effective testing

practices to ensure developed solutions adhere to requirements and function as expected with minimal defects. Provide ongoing support and maintenance for developed systems. Enhance existing systems by implementing optimizations and enhancements that improve usability and performance. Provide technical support by identifying, investigating and resolving defects within agreed timelines and ensuring business continuity. Application rollout and implementation support. Contribute to the development of training material. Assist in managing agile projects. Drive continuous improvement in systems development methodologies and stakeholder satisfaction.

ENQUIRIES : Ms G Mokawane Tel No: (021) 483-5516
NOTE : No payment of any kind is required when applying for this post.

POST 31/449 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Khayelitsha / Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma / Degree in Labour Relations. Experience: Appropriate experience in Labour Relations. Appropriate experience in facilitating grievance and disciplinary procedures. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel to facilities. Competencies (knowledge/skills): Knowledge of Labour Relations and training standards and prescripts. Excellent report writing, presentation, negotiation and conflict management skills. Good written and verbal communication skills. Computer literate. Ability to work under pressure and meet deadlines.
DUTIES : Effectively promote sound LR in Khayelitsha / Eastern Sub-Structure as well as its employees. Interpret LR policies and prescripts and manage/monitor its implementation. Handling of misconduct cases, investigate misconduct, represent the employer in the disciplinary hearings and Conciliations. Handle and investigate grievances. Draft mandate for the employer and recommendation. Investigate grievances and complaints. Administer grievance, complaints and disciplinary cases and maintain a database and compile stats to generate monthly reports for labour relations and all training interventions. Facilitate Labour Relations training. Render a service to the employees, Management and Labour Committee (IMLC). Consult and advise Line Managers on all LR procedures and interventions. Effective support to Assistant Director and Deputy Director: HRM.
ENQUIRIES : Ms X Makeleni Tel No: (021) 360-4290
NOTE : No payment of any kind is required when applying for this post.

POST 31/450 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Cape Winelands Health District

SALARY : R413 001 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Practical PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Expected to provide HR support and guidance to all the Facilities within the Witzenberg Sub-district. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Management Ability to provide training. Good interpersonal, communication, presentation and writing skills.
DUTIES : Responsible for co-ordination, supervision and control of components as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render support and advisory service with regard to personnel administration and human resource management. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Provide training and advice with regard to all relevant HRM policies, legislation,

prescripts and procedure within the Sub-district to ensure the correct implementation. Monitor compliance to HR policies.

ENQUIRIES : Mr WJ Owen Tel No: (023) 316-9601
NOTE : No payment of any kind is required when applying for this post.

POST 31/451 : **ORAL HYGIENIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Lotus River CDC (X1 Post), Retreat CHC (X1 Post), Lady Michaelis CDC (X1 Post), Southern/Western Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: **Grade 1**: None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Assessment and treatment of patients. Follow the relevant policies and SOPs within the Oral Hygienist field. Administrative duties. Develop objectives and action plans for own area of work. Outreach services to Schools, ECD's and Stakeholders.

ENQUIRIES : Ms Z Sambo – Lotus River CDC Tel No: (021) 703-3131 / Ms C Adams – Retreat CHC Tel No: (021) 713-9800 / Ms L Van Wyk – Lady Michaelis CDC Tel No: (021) 797- 8171

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

POST 31/452 : **CHIEF REGISTRY CLERK: MEDICAL RECORDS**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in a Registry environment or Medical Records. Competencies (knowledge/skills): Knowledge of Records Management Procedural as well as the ability to capture data and operate computer. Computer literate. Good communication skills (verbal and written). Knowledge of PERMIS/SPMS system. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.

Understanding of the work in Registry or Medical Records. Ability to work under pressure, handling a high work volume and meet strict deadlines. Information systems (e.g. Clinicom, ECM, Microfilm etc). Knowledge of departmental policies and procedures. -Knowledge of National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Protection of Personal Information Act, 2013 (Act No. 4 0f 2013); Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

DUTIES : Ensure work processes within Medical Records are executed as per policies and protocols including data capturing, batching of episode folders, filing and retrieving of documents, printing of appointment lists and the finalisation thereof. Efficient and effective control over the scanning centre to ensure quality assurance of patient information. Ensure that the destruction/ disposal of folders and x-rays are done timeously and as per Records Management Policy. Responsible for the supervision of medical records clerks including leave administration, attendance registers, PERMIS reviews and other HR-related matters. Enforce discipline and ensure compliance with policies, procedures and protocols. Plan and monitor in house and external training of staff.

ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 31/453 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT (PEOPLE DEVELOPMENT) (BURSARY ADMIN)**
Directorate: People Development

SALARY : R338 106 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Bursary Administration and budgeting. Appropriate experience in BAS. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of BAS. Knowledge of BIMS. Computer literacy (MS Office package and MS Outlook). Sound knowledge regarding Bursary matters related to the post.

DUTIES : Facilitate internal and external bursaries. Administer bursaries on the Bursary Information Management System. Facilitate the transfer of payments to Higher Education Institutions. Technical support for the implementation of full-time bursaries. Do criminal record verifications with prospective and current bursary students. Monitoring of the bursary budget and give input to the budget projections. Prepare and collate bursary payments. Capture bursary payments on BAS. Do regular bursary audits. Do regular follow ups with bursary holders. Coordinate Breach of Contracts of bursary holders. Do necessary BAS Journals as required. Plan and attend career exhibitions. Handle telephone and written enquiries. Liaise with HEIs and relevant stakeholders. Supervise staff. Provide general support to the Directorate: People Development.

ENQUIRIES : Mr M Strydom Tel No: (021) 483-6610

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.

POST 31/454 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R338 106 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Appropriate knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good communication skills (verbal and written) and report-writing skills. Computer skills (MS Office, Word, Excel and PowerPoint) and numeracy skills.

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

ENQUIRIES : Ms KC George Tel No: (044) 802 - 4445

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

POST 31/455 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
West Coast Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment and willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Provision of Optimal, Holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr LK Wagenaar Tel No: (027) 213-2039

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

POST 31/456 : **PERSONNEL OFFICER: EMPLOYEE BENEFITS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Klipfontein / Mitchells Plain Sub-structure office

REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL system. Competencies (knowledge/skills): Basic Computer literacy. Basic understanding of Human Resource Management. Experience of PERSAL and their relevant functions. Knowledge of the human resource prescripts in the Public Service.

DUTIES : Handle all aspects pertaining to salary matters. Processing of overtime, night shift, housing and other allowances. Personnel administration with regard to appointments and exits. Pensions administration. Auditing of personnel files. Handle telephonic and written enquiries and support to the supervisor.

ENQUIRIES : Ms F Lee Tel No: (021) 370-5109

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 31/457 : **PRINCIPAL HOUSEKEEPING SUPERVISOR**

SALARY : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior certificate (grade 12 or equivalent). Experience: Appropriate experience in Cleaning, Contract Management, Waste Management, and personnel/office management. Inherent requirements of the job: Must work shifts. Competencies (knowledge/skills): Computer literacy (MS Word and MS Excel) and knowledge of Cost Centre Requisition System (Health Technology - Clinicom Production). Knowledge of HR Policies and Disciplinary Code and Procedure. Knowledge in cleaning materials/equipment. Good communication skills (verbal and written).
DUTIES : Manage hygienic responsibilities within allocated areas including the Supervision of allocated EHS staff and contractors as well as Waste Management. Provide a safe, cost-effective and an optimal cleaning service that includes the supervision of agency staff as per contract. Provide personnel administration duties that is allowances, pay sheets, leave application. Ensure an effective Human Resource Management support function to the Administrative Officer with regards to areas of responsibilities such as exits, recruitment and selection, Staff Performance Reviews, attending meetings and monitoring of registers. Effective stock control as well as ordering of stock.
ENQUIRIES : Ms M Afrika Tel No: (021) 404-3236
NOTE : No payment of any kind is required when applying for these posts.

POST 31/458 : **PRINCIPAL FOOD SERVICES SUPERVISOR**
Cape Winelands District

SALARY : R237 453 per annum
CENTRE : West Coast TB Centre (Stationed/based at Sonstraal Hospital)
REQUIREMENTS : Minimum educational qualification: Food Certificate. Experience: Appropriate and relevant Supervisory experience in a Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Relieve the Food Service Supervisor i.e., Manage the Food Service Unit in the absence of the Food Service Supervisor. Competencies (knowledge/skills): Knowledge of cultural diversity and good communication / interpersonal skills. Working Knowledge of Disciplinary Procedures and the ability to maintain discipline and handle conflict. Sound organising skills and effective utilisation and supervision of the Food Service team. Knowledge of pest control, infection control, hygiene, occupational health and safety. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in an Industrial Food Service Unit on a large scale. Computer literacy (Office Word and Excel), writing and numerical skills. Knowledge of the National Guidelines for safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment.
DUTIES : Control food preparation and production for Normal and therapeutic diets. Supervise and maintain the preparation and distribution of meals to the wards according to prescribed standardized recipes and the standard operation plan and maintain temperature control during the various processes. Ensure and uphold strict quality control systems for food, as well as stock management and ensure safe operation of machinery and equipment. Responsible for personnel administration (i.e. SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, staff meetings and disciplinary procedures). Effective utilisation and supervision of the Food Service team. Process statistics to ensure that the food expenditure remains within the budget, as well as assisting in the compilation of menu/meal costing. Responsible for Food Service computerised costing systems and statistics. Responsible for the procurement process (LOGIS), e.g. order and receive supplies in the Food Service Unit. Monitor all activities related to the operations of the Food Services Unit according to Provincial Food Services SOP's.
ENQUIRIES : Mr HL Siegelaar Tel No: (021) 837-8097
NOTE : No payment of any kind is required when applying for this post.

POST 31/459 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSING)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate with Mathematics / Mathematics literacy or Accountancy as a passed subject. Experience: Appropriate administrative experience. Inherent requirements of the job: Computer literacy and proficiency. Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems (ePS), LOGIS, Warehouse management practices, and General Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure.
DUTIES : Processing of Log 1's for store items received from end users and Procurement advice (PA) for store items. Procurement of store items and assist with non-store item procurement and ensure all transactions comply with the legislative requirements. Issue and receive goods at Warehouse, ensuing that the correct goods are received and delivered to end users. Conduct monthly stock take. Ensure that only authorized personnel are allowed in the Warehouse. Provide general administrative support to line managers including Transit of goods, asset management and payment functions.
ENQUIRIES : Mr MC Mzimkulu Tel No: (021) 816-8567
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 31/460 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of Information Management within an Hospital environment. Knowledge of Health Information Policies and Systems such as CLINICOM, TIER.NET, SINJANI, SPV and HECTIS. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
DUTIES : To ensure correctness, accuracy and qualitative checking of data. The capturing and the generating of hospital data reports Effectively and efficiently perform the activities CLINICOM, TIER.NET, SINJANI, SPV and HECTIS. Health Information Systems (HIS), and ensuring the safe, secure, and compliant storage of all data and record information. To provide administrative and operational support role to the unit and management.
ENQUIRIES : Ms. C Castles Tel No: (021) 816-8558
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment/written test.

POST 31/461 : **ADMINISTRATION CLERK: (ADMISSIONS: FEES) (PATIENT ADMINISTRATION OUTPATIENTS) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (Clinicom) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Good communication skills (verbal and written). Good interpersonal abilities.
DUTIES : Patient administration. Auditing of outpatient's accounts. Relieve for reception. Request folders, prep folders and follow-up on missing folders. Capturing of all ICD 10 coding and all procedure codes for account. Filing of all clinical notes. Request Medical notes of patients where it's necessary. Submission of Medical

aid accounts to the Case Managers. Collect revenue on outstanding hospital fees accounts in line with Hospital Policy, Fees Memorandum Chapter 18 and Finance instruction.

ENQUIRIES : Mr MD Windvogel Tel No: (021) 404-4486
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 31/462 : **PERSONNEL OFFICER (X2 POSTS)**
Directorate: People Strategy
Sub- directorate: Organisational Dynamics and Remuneration

SALARY : Grade 1: R237 453 per annum
CENTRE : Head Office, Cape Town (based at Bellville Health Park)
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent (NQF 4). Experience: Appropriate experience in the field of administration. Competencies (knowledge/skills): Good computer (MS Word and Excel). Excellent (verbal and written) communication skills. Numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
DUTIES : Assist with research pertaining to policy formulation on Organisational development, structural changes in the Health Environment. Render general administrative support services. Arrange meetings, workshops, and stakeholder consultations. Provide efficient support services to the component.
ENQUIRIES : Mr TBR Petersen, email: theodore.petersen@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.

POST 31/463 : **STAFF NURSE GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Stanford CC, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1**: None. **Grade2**: A minimum of 10 years' appropriate / recognizable experience in nursing after registration with SANC as Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate / recognizable experience in nursing after registration with SANC as Staff Nurse. Inherent requirement of the job: A valid driver's licence. Willingness to work on the mobile health clinic bus. Willingness to work overtime. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills.
DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
ENQUIRIES : P Stemela Tel No: (028) 814-3840
NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 31/464 : **STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENS & SPECIALISED NURSING) (X2 POSTS)**
West Coast Health District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Ceres Hospital, Witzenburg Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse**. Grade 3**: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Be prepared to assist in another department other than where you are placed, according to operational requirements. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr G Vermeulen Tel No: (023) 316-9600

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

POST 31/465 : **LINEN SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Willingness to work weekends, public holidays and overtime. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.

DUTIES : Monitor of contracted Hospital Linen Supervisor Provider. Monitor of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.

ENQUIRIES : Ms C Matthews Tel No: (021) 816 8557

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 31/466 : **FOOD SERVICES SUPERVISOR**

SALARY : R201 096 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate experience working in a Large-Scale Food Service environment. Inherent requirements of the job: Willingness to, work late, weekends, night shift and be on call. Competencies (knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and

Safety standard, HACCP and Occupational Health and Safety. Good leadership and interpersonal skills and ability to work under pressure. The Ability to handle industrial equipment.

DUTIES : Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback on any problems and recommendations to the food service manager. Supervising and assisting with service of all meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collecting and cleaning of cups afterwards and supervising the cooking of the porridge for breakfast. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc. Supervise FSA's in the Food Service Unit including day and night.

ENQUIRIES : Ms K Mapekula Tel No: (021) 404-4002

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

POST 31/467 : **FOOD SERVICES SUPERVISOR**
West Coast District

SALARY : R201 096 per annum

CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in a hospital food service environment. Appropriate supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal, and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.

DUTIES : Supervise operational food services. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Support the principles of Human Resources. Support financial management. Correct Interpretation of recipes, production planning and daily statistics.

ENQUIRIES : Ms A van Breda Tel No: (022) 487-9223

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

POST 31/468 : **NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)**
Overberg District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Caledon Hospital, Theewaterskloof Sub-district

REQUIREMENTS : Minimum educational qualification: Basic qualification (that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : S Roman Tel No: (028) 814-3702
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 31/469 : **GENERAL WORKER (STORES) (X2 POSTS)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate knowledge and appropriate experience in a Warehouse Management environment. Inherent requirement of the job: Physical ability to pick up and move heavy boxes or bags. Physical ability to pull heavy pallets containing stock to the various Wards using a pallet jack. Willingness to assist with stock-taking. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work in a team.
DUTIES : Pick and deliver issued stock timeously to wards, clinics, theatres and departments in a cost- effective and safe manner. Maintain the audit trail of deliveries. Assist with the receiving, issuing and the storage of stock. Clean stores on a regular basis. Assist with stock taking. Any ad-hoc duties.
ENQUIRIES : Mr L Campher Tel No: (021) 938-5546 or Mr B Scholtz Tel No: (021) 938-4631
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 31/470 : **CLEANER**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R144 024 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a health facility environment. Proven experience in duties as mentioned below. Inherent requirement of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Good time management. Knowledge of Health and Safety procedures.
DUTIES : Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Grounds, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of general waste from building daily. Notify management of deficiencies or repairs required and ensure good stock control processes. Relief according to the needs of the service.
ENQUIRIES : Mr A Mniki Tel No: (021) 510-0004
NOTE : No payment of any kind is required when applying for this post.

POST 31/471 : **LINEN STORES ASSISTANT**
Cape Winelands District

SALARY : R144 024 per annum
CENTRE : Montagu Hospital, Langeberg Health Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays when required. A valid driver's license to transport linen to central laundry. Ability to perform hard physical tasks, e.g. pushing heavy linen trolleys to and from linen bank and wards. Load and offload of heavy linen bags 25kg+ between facilities and

central laundry. Competencies (knowledge/skills): Knowledge of stock and infection control. Ability to sort, sluice and count linen of dirty and fouled linen.

DUTIES : Provide a professional service in the institution. Perform basic routine task in the linen bank under supervision. Ensure affective and efficient stock control. Ensure safe and hygiene working area standards. Adhere to loyal service ethics. Provide support to supervisor.

ENQUIRIES : Ms E Le Roux Tel No: (023) 626-8551

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

POST 31/472 : **HOUSEHOLD AID (WARD SUPPORT) (X2 POSTS)**

SALARY : R144 024 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirements of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.

DUTIES : Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area.

ENQUIRIES : Ms M Afrika Tel No: (021) 404-3236

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

POST 31/473 : **FOOD SERVICES AID**

SALARY : R144 024 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Ability to workday/night shifts (weekends and public holidays). Must be willing to enter all types of hospital wards and serve the patients. Ability to do work of a physical nature, which includes lifting heavy objects and being on one's feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge Of HACCP and safety principles.

DUTIES : Utilise the Cook Chill System, prepare, cook, plate and regenerate and serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC recipes and menus. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and Kitchen staff and feedback problems and recommendations to the Food Service Supervisor.

ENQUIRIES : Ms C Mashele Tel No: (021) 404-4048

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

POST 31/474 : **HOUSEHOLD AID (MATERNITY AND NEONATAL)**
Cape Winelands Health District

SALARY : R144 024 per annum

CENTRE : Robertson Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate household aid experience. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate (verbal and written). Inherent requirements of the job: Willingness to work weekends, overtime, public holidays, night duty. The incumbent must be able to and be willing to work shifts. The incumbent must be physically able to lift and move heavy objects and work on feet for a 12-hour shift.

DUTIES : Renders effective, efficient and safe hygiene and household /food services in Langeberg Sub District. Renders support services to Household

supervisor/foodservice supervisor. Contributes to effective: management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms E Le Roux Tel No: (023) 626-8551
NOTE : No payment of any kind is required when applying for this post.

POST 31/475 : **CLEANER (ENVIRONMENTAL HYGIENE SERVICES) (X3 POSTS)**

SALARY : R144 024 per annum
CENTRE : Groote Schuur Hospital, Rondebosch
REQUIREMENTS inimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in cleaning and waste management. Inherent requirements of the job: Render a shift duty and rotate in different departments. The ability to do physical tasks and operate heavy duty cleaning equipment. Competencies (knowledge/skills): Knowledge of routine cleaning processes, and handling cleaning equipment.
DUTIES : Responsible for cleaning duties i.e. Sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Optimal support to supervisor and colleagues.
ENQUIRIES : Ms. M Afrika Tel No: (021) 404-3236
NOTE : No payment of any kind is required when applying for this post.

POST 31/476 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK)**
(Contract till 31 March 2029)
Cape Winelands Health District

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour
CENTRE : Langeberg PHC, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarean sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District, and guiding health care colleagues in managing difficult district-level cases.

DUTIES : Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.

ENQUIRIES : Dr A Williams Tel No: (023) 626-8539 -Medical Specialist

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

POST 31/477 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (12 HOURS PER WEEK)**
(Contract till 31 March 2029)
Cape Winelands Health District

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's licence. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills.

DUTIES : Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.

ENQUIRIES : Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-400

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of interview. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).