



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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DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

- : 11 September 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

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
REQUIREMENTS

- : Gauteng: Pretoria
- : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Ms M. Olifant Tel No: (012) 319 8452
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDSBDbrecruit77@nda.gov.za
<u>NOTE</u>	: EE Targets: African Females, and persons with disability.
<u>POST 31/02</u>	: <u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/3/1/80/2026</u> Directorate: Human Resource Utilization and Development
<u>SALARY</u>	: R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	: Gauteng: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in possession of a 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. Panel 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.
<u>DUTIES</u>	: 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 sign-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.
<u>ENQUIRIES</u>	: Ms L Manamela Tel No: (012) 337 9308
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDODrecruit81@nda.gov.za
<u>NOTE</u>	: EE Target: African Male and Female and Persons with disability.
<u>POST 31/03</u>	: <u>CHIEF HUMAN RESOURCE OFFICER REF NO: 3/3/1/79/2026</u> Directorate: Human Resource Administration
<u>SALARY</u>	: R413 001 per annum (Level 08)
<u>CENTRE</u>	: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	:	Mr G Matloga Tel: (012) 319 6809
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CHROrecruit79@nda.gov.za
<u>NOTE</u>	:	EE Targets: African Males and Females and persons with disability.
<u>POST 31/04</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 3/3/1/78/2026</u> Directorate: Internal Control
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Ratlhogo Tel No: (012) 3192 9073
<u>APPLICATION</u>	:	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
<u>NOTE</u>	:	EE target African Male and Persons with disabilities.

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

<u>POST 31/05</u>	:	<u>DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) REF NO: DBE/66/2026</u> Branch: Social Mobilisation and Support in School Chief Directorate: Care and Support in Schools
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291 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
<u>NOTE</u>	:	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
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Pretoria
: 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
APPLICATIONS**

: Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
: 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
NOTE**

: Ms N Monyela/ Mr M Segowa
: 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

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>CLOSING DATE</u>	:	11 September 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW1@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/10</u>	:	<u>SUPERVISOR: COID CLIENT SERVICES REF NO: HR4/4/07/13</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW6@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/11</u>	:	<u>ADMINISTRATION CLERK: CLAIMS PROCESSOR REF NO: HR4/4/07/14</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Register and acknowledge claims. Prepare compensation benefits. Handle claims enquiries. Render administration activities.

<u>ENQUIRIES</u>	:	Mr UT Qambata Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW011@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/12</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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)
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male, White Female.

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-executors. 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 CENTRE REQUIREMENTS

: R1 101 468 per annum, (all-inclusive package)
: Eastern Cape
: 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 Of 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.
<u>ENQUIRIES</u>	:	Dr.T Ramatshimbila at 067 422 3702
<u>POST 31/15</u>	:	<u>ASSISTANT DIRECTOR: STATE FOREST MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R605 742 per annum
	:	Eastern Cape Ref No: FOM62/2026
	:	KwaZulu Natal Ref No: FOM63/2026
<u>REQUIREMENTS</u>	:	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 communication 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms. G Sgwabe, at 060 972 9774 KwaZulu Natal: Ms. Z Mthlane, at 082 874 3633
<u>POST 31/16</u>	:	<u>ASSISTANT DIRECTOR: FOREST LAND MANAGEMENT REF NO: FOM61/2026</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum
	:	Pretoria
<u>REQUIREMENTS</u>	:	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 communication 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.
<u>DUTIES</u>	:	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 title 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
<u>ENQUIRIES</u>	:	Ms T Dlungwana, at 072 211 3859
<u>POST 31/17</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: CMS-CT07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Vara Tel No: (021) 493 7218
<u>POST 31/18</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: CFO30/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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-annual and annual, oversight reports.
<u>ENQUIRIES</u>	:	Ms T Malebadi Tel No: (012) 399 9037
<u>POST 31/19</u>	:	<u>SENIOR FORESTER REF NO: FOM49/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape Mr. S Klaas, at 060 973 8728
<u>POST 31/20</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE A (DATABASE ADMIN)</u> <u>REF NO: OC25/2026</u>
<u>SALARY</u>	:	R407 337 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Nomakhaya Mengqani, at 066 328 7869
<u>POST 31/23</u>	:	<u>HANDYMAN: WOODLANDS & INDEGINEOUS FOREST MANAGEMENT REF NO: BC21/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 per annum Eastern Cape 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. S Sibetyu, Cell No: 066 328 7868
<u>POST 31/24</u>	:	<u>SECURITY OFFICERS: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum 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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform access control. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building/ premises. Escort 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.
<u>ENQUIRIES</u>	:	KwaZulu Natal Mr. Joyi, at 066 427 0897 Eastern Cape: Ms N Mengqani, at 066 328 7869
<u>POST 31/25</u>	:	<u>FORESTRY SERVICES AID: WOODLANDS & INDEGINEOUS FOREST MANAGEMENT REF NO: BC20/2026</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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. Perform 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.
<u>ENQUIRIES</u>	:	Ms Nomakhaya Mengqani, at 066 328 7869

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	11 September 2026
<u>NOTE</u>	:	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

<u>POST 31/26</u>	:	<u>ASSISTANT DIRECTOR: WORK-STUDY/ORGANISATIONAL DESIGN SPECIALIST REF NO: 3/1/5/1-26/17</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R487 197 per annum (Level 09), (Commencing salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 **NOTE**

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

<u>POST 31/27</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-26/18</u> Directorate: Research Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Getrude Sadiki Tel No: (012) 473 0095
<u>NOTE</u>	:	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.

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
NOTE

- : 11 September 2026
- : 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
CENTRE
REQUIREMENTS

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

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 CENTRE REQUIREMENTS

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

: R237 453 - R279 708 per annum (Level 05), plus 37% in lieu of benefits
: Pretoria
: 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

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

OTHER POSTS

<u>POSTS 31/31</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ASD/IT/CCT/08/2026</u>
<u>SALARY</u>	:	R487 197 per annum: (Level 09)
<u>CENTRE</u>	:	College Of Cape Town Tvet College, Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr B Klaas Tel No: (021) 404 6700
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	15 September 2026 at 16:00
<u>POST 31/32</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ASD/FM/CCT/08/2026</u>
<u>SALARY</u>	:	R487 197 per annum: (Level 09)
<u>CENTRE</u>	:	College Of Cape Town TVET College, Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 assurance of 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
APPLICATIONS**

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

<u>POST 31/33</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: ASD/MAC/CCT/08/2026</u>
<u>SALARY</u>	:	R487 197 per annum: (Level 09)
<u>CENTRE</u>	:	College of Cape Town TVET college, Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr B. Klaas Tel No: (021) 021 404 6700
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	15 September 2026 at 16:00.
<u>POST 31/34</u>	:	<u>HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS EKURHULENI EAST TVET COLLEGE REF NO: EEC-EHWP-01-01/2026</u> These posts are based in Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) TVET Colleges 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 terms 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.
<u>CLOSING DATE</u>	:	04 September 2026 at 09H00.
<u>POST 31/35</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: MALUTITVET/CORP-001/2026</u> Nature of Appointment: (Council Paid) 03 Years Contract
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Maluti TVET College: Corporate Office
<u>REQUIREMENTS</u>	:	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. Understanding 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.
<u>DUTIES</u>	:	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)
<u>ENQUIRIES</u>	: NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 11 September 2026 @13:00
<u>POST 31/36</u>	: <u>PLACEMENT CLERK (X2 POSTS)</u> Nature of Appointment: (Council Paid) 12 Months
<u>SALARY</u>	: R237 453 per annum (Level 05)
<u>CENTRE</u>	: Maluti TVET College
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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
APPLICATIONS**

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

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 11 September 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. 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: 3/1/1/2026/219**
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 searches 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
APPLICATIONS**

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

: R413 001 per annum (Level 08)
: Free State (Bloemfontein)
: 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
APPLICATIONS

: Ms C Wessels at (076) 793 1597
: 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.

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	14 September 2026
<u>NOTE</u>	:	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

<u>POST 31/39</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/303</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Ntuzuma (KwaDukuza)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2026303@npa.gov.za
<u>POST 31/40</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/304</u> National Prosecutions Services
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail: Recruit2026304@npa.gov.za

<u>POST 31/41</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/305</u> National Prosecutions Services
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	CPP: Durban
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Phiwa Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2026305@npa.gov.za
<u>POST 31/42</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2026/307</u> Strategy, Operations and Compliance - Human Resources Management
<u>SALARY</u>	:	R932 292 per annum (Level 11), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
<u>APPLICATIONS</u>	:	e mail: Recruit2026307@npa.gov.za
<u>POST 31/43</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/306</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Mthatha (Flagstaff)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ziyanda Mthwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	e-mail: Recruit2026306@npa.gov.za
<u>POST 31/44</u>	:	<u>PROTECTOR REF NO: RECRUIT 2026/308 (X2 POSTS)</u> Office for Witness Protection (1 Re-advert)
<u>SALARY</u>	:	R605 742 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Eastern Cape (Gqeberha)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
APPLICATIONS**

: CH Loots Tel No: (041) 045 0402
: 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
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (excluding benefits)
: Head Office: Pretoria
: 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
APPLICATIONS**

: Mr. Jacobus Hayward – 012 845 6178
: 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
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (excluding benefits)
: Pretoria: Head Office
: 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Kenneth Lehutjo Tel No: (012) 845 6879
	:	e mail: Recruit2026310@npa.gov.za
<u>POST 31/47</u>	:	<u>ASSISTANT DIRECTOR: SERVICE INSPECTION AND IMPROVEMENT</u> <u>REF NO: RECRUIT 2026/311</u> Office for Ethics and Accountability (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (excluding benefits)
	:	Pretoria: Head Office
	:	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.
<u>DUTIES</u>	:	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).
<u>ENQUIRIES APPLICATIONS</u>	:	Tshepo Ramalobela Tel No: (012) 845 6908
	:	e mail: Recruit2026311@npa.gov.za
<u>POST 31/48</u>	:	<u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/312</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (excluding benefits)
	:	Pretoria: Head Officer
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Phumelele Simelane Tel No: (012) 845 7772
	:	e mail: Recruit2026312@npa.gov.za
<u>POST 31/49</u>	:	<u>SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/313 (X2 POSTS)</u> Strategy, Operations and Compliance - Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08), (excluding benefits)
	:	Head Office: Pretoria
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
	:	e mail: Recruit2026313@npa.gov.za
<u>POST 31/50</u>	:	<u>HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/314 (X4 POSTS)</u> Strategy, Operations and Compliance - Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
	:	e mail: Recruit2026314@npa.gov.za
<u>POST 31/51</u>	:	<u>HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/315</u> Strategy, Operations and Compliance - Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
	:	e mail: Recruit2026315@npa.gov.za
<u>POST 31/52</u>	:	<u>ADMINISTRATIVE OFFICER: COMPLAINTS REGISTRATION REF NO: RECRUIT 2026/316</u> Office for Ethics and Accountability (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Salome Modibedi Tel No: (012) 845 6813
<u>APPLICATIONS</u>	:	e mail: Recruit2026316@npa.gov.za
<u>POST 31/53</u>	:	<u>ADMINISTRATIVE OFFICER: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2026/317 (X2 POSTS)</u> Office for Ethics and Accountability (Re-adverts)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Salome Modibedi Tel No: (012) 845 6813
<u>APPLICATIONS</u>	:	e mail: Recruit2026317@npa.gov.za
<u>POST 31/54</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/318</u> National Prosecutions Services
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9040
<u>APPLICATIONS</u>	:	e mail: Recruit2026318@npa.gov.za
<u>POST 31/55</u>	:	<u>FINANCE CLERK: SALARIES AND BANKING REF NO: RECRUIT 2026/319 (X2 POSTS)</u> Strategy, Operations and Compliance – Financial Accounting
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Jenny Coertzen Tel No: (012) 845 6073
<u>APPLICATIONS</u>	:	e mail: Recruit2026319@npa.gov.za
<u>POST 31/56</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/320</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Thohoyandou
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail: Recruit2026320@npa.gov.za
<u>POST 31/57</u>	:	<u>HUMAN RESOURCES CLERK (HELP DESK) REF NO: RECRUIT 2026/321</u>
		Strategy, Operations and Compliance - Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	Pretoria: Head Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
	:	mail: Recruit2026321@npa.gov.za
<u>POST 31/58</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/302</u>
		National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	DDPP: Durban
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
	:	e mail: Recruit2026302@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **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

<u>POST 31/59</u>	:	<u>LAW RESEARCHER REF NO: 2026/116/OCJ</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/116/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 31/60</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2026/117/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Johannesburg 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. Linah Madisha Tel No: (010) 494 8466

<u>APPLICATIONS</u>	:	HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	Applications can be sent via email to 2026/117/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 31/61</u>	:	<u>INTERNAL AUDITOR REF NO: 2026/118/OCJ</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. T. Mokgope, Tel No: (010) 493 2500 HR Related Enquiries: Ms K Mphela Tel No: (010) 494 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/118/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 31/62</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2026/119/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Eastern Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 filing 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 filing 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),

REQUIREMENTS : Gauteng Division of The High Court: Johannesburg, Ref No: 2026/121/OCJ
 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.

<u>POST 31/64</u>	:	<u>USHER MESSENGER REF NO: 2026/122/OCJ</u>
<u>SALARY</u>	:	R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Gqeberha
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/122/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

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

<u>POST 31/66</u>	:	<u>HR CLERK: ADMINISTRATION REF NO: DPSA 24/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05). Annual progression up to a maximum salary of R279 708 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Lawrence Magagula Tel No: (012) 336 1392
<u>APPLICATIONS</u>	:	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

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

<u>POST 31/67</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL MAINTENANCE REF NO: 2026/321</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T. Hlatshwayo Tel: (012) 310 5954
<u>APPLICATIONS</u>	:	For Pretoria Regional Office: email to: RecruitPTA26-53@dpw.gov.za
<u>POST 31/68</u>	:	<u>ADMINISTRATION OFFICER: CONSTRUCTION PROJECT MANAGEMENT</u> <u>REF NO: 2026/325 (X3 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Ms. P Zweni at (067) 414 3135
<u>APPLICATIONS</u>	:	For Bloemfontein Regional Office: email to: RecruitBLOEM26-31@dpw.gov.za

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.

ENQUIRIES : 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 losses 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"

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	11 September 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

<u>POST 31/72</u>	:	<u>DEPUTY DIRECTOR: TOURISM INTEGRATION REF NO: DT46/2026</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria 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.

DUTIES

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).

: 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 liaison 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 **APPLICATIONS** **NOTE**

: Mr T Motolong Tel No: (012) 444 6700
: Email Application: Recruitment4626@tourism.gov.za
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 31/73

: **ASSISTANT DIRECTOR: INVESTMENT PROMOTION REF NO: DT47/2026**

SALARY **CENTRE** **REQUIREMENTS**

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

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr N Mudau Tel No: (012) 444 6463
<u>APPLICATIONS</u>	:	Email Application: Recruitment4726@tourism.gov.za
<u>NOTE</u>	:	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.
<u>POST 31/74</u>	:	<u>ASSISTANT DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND SUPPORT REF NO: DT48/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), excludes service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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
APPLICATIONS
NOTE

: Mr L Manaswe Tel No: (012) 444 6389
: Email Application: Recruitment4826@tourism.gov.za
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 31/75

: **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: DT49/2026**

SALARY
CENTRE
REQUIREMENTS

: R605 742 per annum (Level 10), excludes service benefits.
: Pretoria
: 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
APPLICATIONS
NOTE

: Ms T Madlala Tel No: (012) 444 6416
: Email Application: Recruitment4926@tourism.gov.za
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements:

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

POST 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

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

: Email Application: Recruitment5126@tourism.gov.za

: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ENQUIRIES

APPLICATIONS

NOTE

<u>POST 31/78</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: DT52/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), excludes service benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Tihako Tel no: (012) 444 6096
<u>APPLICATIONS</u>	:	Email Application: Recruitment5226@Tourism.Gov.Za
<u>NOTE</u>	:	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.
<u>POST 31/79</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE IDENTITY AND EVENTS MANAGEMENT REF NO: DT53/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), excludes service benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 **APPLICATIONS** **NOTE**

: Ms. Meriam Sekiba Tel No: (012) 444 6610
: Email Application: Recruitment5326@tourism.gov.za
: 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 **CENTRE** **REQUIREMENTS**

: R413 001 per annum (Level 08), excludes service benefits
: Pretoria
: 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
APPLICATIONS
NOTE

- : Mr S Halama Tel No: (012) 444 6606
- : Recruitment5426@tourism.gov.za
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

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.

<u>CLOSING DATE</u>	:	11 September 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 31/81</u>	:	<u>ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: 2026/17</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L Motlhala Tel No: (012) 0653428
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	NB: Persons with disabilities and youth are encouraged to apply.
<u>POST 31/82</u>	:	<u>FOOD AID SERVICES REF NO: 2026/18 (X1 POST)</u> Facilities Management Directorate (12-Months contract)
<u>SALARY</u>	:	R144 024 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 9/10 or NQF level 1 or 2 (ABET level 2 certificate or equivalent). No working experience required.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr R Khalishwayo Tel No: (012) 334 5607
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>NOTE</u>	:	NB: Persons with disabilities and youth are encouraged to apply.

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 14 September 2026 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months, excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or 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.

MANEAGEMENT ECHELON

<u>POST 31/83</u>	:	<u>DIRECTOR: FISCAL, INTERGOVERNMENTAL, ACCOUNTING & PROCUREMENT RELATED LEGISLATIVE SERVICES REF NO: S098/2026</u> 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
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum, (Incl. benefits) Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

<u>POST 31/84</u>	:	<u>DEPUTY DIRECTOR: REGULARITY AUDIT REF NO: S099/2026</u> 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.
<u>SALARY</u>	:	R932 292 per annum, (Incl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in 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.
<u>DUTIES</u>	:	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-ordinate, 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.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 31/85</u>	:	<u>RECEPTIONIST REF NO: S100/2026 (X3 POSTS)</u> Division: Corporate Services (CS) Purpose: To provide efficient and effective reception support services to the National Treasury employees and visitors.
<u>SALARY</u>	:	R201 093 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria (Riverwalk Office Park)
<u>REQUIREMENTS</u>	:	A minimum Grade 12 is required. Knowledge in reception, switchboard operation and office administration.
<u>DUTIES</u>	:	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.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	11 September 2026
<u>NOTE</u>	:	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

<u>POST 31/86</u>	:	<u>DEPUTY DIRECTOR-GENERAL: WATER RESOURCE MANAGEMENT</u> <u>REF NO: 110926/01</u> Branch: Water Resource Management (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr Sean Phillips Tel No: (012) 336 7573
<u>POST 31/87</u>	:	<u>DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER (DISO) REF NO: 110926/02</u> Branch: Corporate Support Services Cd: Government Information Technology Dir: Departmental Information Security
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package) Pretoria Head Office 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Njeza Tel No: (012) 336 6965
OTHER POSTS		
<u>POST 31/88</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A (ELECTRICAL) REF NO: 110926/03</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE</u>	:	R958 776 per annum, (all-inclusive OSD salary package) Worcester

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in terms of statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure the quality of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage projects in terms of best practice and policy requirements. Undertake condition assessments of infrastructure and update the relevant databases and produce detailed reports on assessment results. 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
<u>ENQUIRIES</u>	:	Mr. KM Mbanjwa Tel No: (041) 508 9720
<u>POST 31/89</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 110926/04</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Northern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 776 per annum, (all-inclusive OSD salary package) Hartbeespoort
	:	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.
<u>DUTIES</u>	:	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

DUTIES

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).

: 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 CENTRE REQUIREMENTS

: R280 278 per annum (Level 06)
: Mthatha
: 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.).

<u>DUTIES</u>	:	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.).
<u>ENQUIRIES</u>	:	Mr. M Boyce at (083) 412 1966
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area
<u>POST 31/93</u>	:	<u>REGISTRY CLERK REF NO: 110926/08</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Port Elizabeth (Gqeberha)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Z Gwetyana Tel No: (041) 508 9729
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela Bay District
<u>POST 31/94</u>	:	<u>DRIVER / MESSENGER REF NO: 110926/09</u> Branch: Water and Sanitation Services Management: EC Cd: Provincial Operations Eastern Cape
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
NOTE

- : Mr S Dyolisi Tel No: (043) 604 5425
- : NB: Preference will be given to applicants residing within or around the geographical area.