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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2026

DATE ISSUED 11 SEPTEMBER 2026

1. Introduction

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.
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

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. Applicants must indicate the reference number of the vacancy in their applications.
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.
4. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

1. The contents of this Circular must be brought to the attention of all employees.
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. 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.
4. Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

2. SMS pre-entry certificate

- 2.1. 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 PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following position was advertised in Public Service Vacancy Circular 29 dated 14 August 2026, with an initial closing date of 11 September 2026: Director: User Demand Management: Defence, Ref No: 2026/308B (X1 Post), Centre: Head Office (Pretoria). The above position was advertised with an incorrect job title. The correct job title should read: Director: User Demand Management: Justice and CD NAP and PP, Ref No: 2026/308B (X1 Post), Centre: Head Office (Pretoria). Please note that an erratum was subsequently issued to extend the closing date to 09 October 2026. The extended closing date of 09 October 2026 remains unchanged. Note: Kindly be informed that applicants who submitted their applications under the advertised title "Director: User Demand Management: Defence", Ref No: 2026/308B (X1 Post) will be considered for the position under the corrected job title indicated above.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF TRANSPORT: Kindly note that the post of Engineering Technician Production Grade A-C: Ground Survey Empangeni (01 Post) (Ref. No. DOT 156/2026), advertised in Public Service Vacancy Circular 29 dated 13 August 2026, has been withdrawn. Take note that the post of Tradesman Aid: Ground Survey Empangeni (X1 Post) (Ref. No. DOT 451/2025), advertised in Public Service Vacancy Circular 43 dated 21 November 2025, has also been withdrawn.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the number of posts on Post no 32/262: Civil/Structural Engineer (Grade A-C) is x2. The centre for Post no 32/291 Artisan Production Grade A: Drainage structures is Vhembe district not Capricorn.

PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS: Kindly note that the following posts were advertised in Public Service Vacancy Circular 31 dated 28 August 2026. Scientific Production Grade A Agronomy and Horticulture Ref No. DARDLEA/2026/08/19 and DARDLEA/2026/08/20 Directorate to change from Animal Research and Technology Development Services to Plant Research and Technology Development Services and Scientific Production Grade A Aquaculture Ref No. DARDLEA/2026/08/21 work station to be changed from Cycad Building, Mbombela to Head Office Enquiries: Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476 and Senior Agricultural Advisor: Crop Production Ref No. DARDLEA/2026/08/49 work station to be changed from Ehlanzeni North District to Bushbuckridge North. Position: Agricultural Advisor: Crop Production Ref No. DARDLEA/2026/08/54 workstation to be changed from Nkangala District to Thembisile Hani Municipality.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 28 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, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: Kindly note that the post of Deputy Director: Human Resource Policy with Ref No: 3/3/1/82/2026, which was advertised in the Public Service Vacancy Circular 32 dated 04 September 2026, the Employment Equity (EE) Targets has been amended as follows: Africans, Whites, Indians and Persons with disability.

OTHER POSTS**POST 33/01**

: **STATE VETERINARIAN REF NO: 3/3/1/83/2026**
Directorate: Animal Health

SALARY
CENTRE
REQUIREMENTS

: R932 292 per annum (Level 11)

: Mpumalanga: Skukuza

: Applicant must be in possession of a Grade 12 Certificate and Bachelor of Veterinary Science (BVSc / BVMCh) Registration with the South African Veterinary Council as a Veterinarian Job related work experience: A minimum of one (1) year of experience as a State Veterinarian or Compulsory Community Service veterinarian in a regulatory state veterinary area in South

Africa. Job related knowledge: Applications for the Animal Diseases Act, 1984 (Act No. 35 of 1984). Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 of 2000). Knowledge and practical experience of laboratory international standards ISO-IEC 17025. Knowledge and practical experience of import and export facilitation. Job related skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally and written. Administration and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. Ability to work extended working hours. Valid weapons' competency certificate for handguns, shotguns and rifles. Relevant firearm license. Valid driver's license.

DUTIES

: Wildlife disease surveillance, monitoring, control and delivery of a clinical and diagnostic services. Plan, direct, supervise and co-ordinate wildlife disease surveillance, monitoring and control. Performing necropsies of various species, managing sample processing and disease diagnostic services in the laboratory. Provide a health plan for ECI dogs as well as clinical and emergency services for working dogs (ECI, SAPS, SANDF). Plan, supervise wildlife disease epidemiological investigations and expand into applied disease research. Collaboration on scientific papers with regards to various controlled diseases or novel wildlife emerging diseases. Perform procedures and functions relevant to Veterinary Public Health activities. Plan, provide and coordinate a wildlife veterinary public health service. Field inspections during culling operations and carcass inspections at abattoir. Sanitary and quality control of final products and abattoir compliance. Inspections assist with activities pertaining to plant collection missions. Disease risk assessment, extension and information services. Provide information services to the conservation agencies and wildlife industry and participate on Departmental Advisory Groups. Stray buffalo/livestock control and communication to relevant stakeholders. Lectures to HR's, visiting students, on controlled diseases, conservation and financial impacts. Contribute to risk analysis services with emphasis on wildlife translocations and wildlife associated diseases. Advise Provincial Veterinary Directors, State Veterinarians, Private Veterinarians and Farmers on buffalo diseases testing and movement. Assess the needs and status of Gene bank facilities and equipment. Develop policies, norms, standards and legislation for the prevention and control of animal disease. Assist in the process of developing, formulating, modifying and analysing policies, norms, standards and legislation for managing wildlife disease risks and disease control (including fences). Section 20 assistance and evaluation of projects. Assistance with wildlife related litigation involving the Department. Office and personnel administration. Compile monthly reports and update all relevant registers. Budgeting, procurement and financial planning (follow-up & control) and training. Attendance of relevant meetings/ workshops/ seminars.

ENQUIRIES

APPLICATIONS

: Dr M Swanepoel Tel No: (012) 319 7481
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SVrecruit83@nda.gov.za

NOTE

: EE Target: African, Coloured Males and African Females and Persons with disability.

POST 33/02

: **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 3/3/1/84/2026 (X3 POSTS)**

Directorate: Diversity Management and Transformation Strategies
(12 Months Fixed Term Contract)

SALARY

CENTRE

REQUIREMENTS

: R487 197 per annum (Level 09), (plus 37% in lieu of benefits)
: Gauteng: Pretoria
: Applicant must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Labour Relations/Labour Law/Human Resources Management/ Public Administration (NQF 6). Minimum of three (3) years supervisory experience in the field of Labour Law / Labour Relations. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation and Public Service Regulations. Job related skills: Investigation skills, Report writing skills, Computer Literacy, Communication skills, (written and verbal) Negotiation skills, Conflict resolution skills, Problem solving skills, Interpersonal skills, Presentation and

DUTIES

facilitation skills, Analytical skills. Must have a valid driver's license, work irregular hours and willing to travel.

: Facilitate the prompt finalisation of grievance: Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 working days/agreed upon timeframes. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority (EA) and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of grievances. Effective application of labour relations policies, procedures, regulations and legislation: Provide advice to clients and ensure effective and efficient application of labour relations policies. Facilitate the effective finalisation of disputes: Identify cases that need to be dealt with by legal services or external service providers / counsel. Proper preparation and presentation of cases. Obtain mandate and/or negotiate settlement agreements to resolve disputes where applicable. Represent the Department at conciliation and arbitration. Manage an effective labour relations reporting system for allocated cases: Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Monitor and capture all grievance cases in PERSAL. Facilitate capacity building programs: Provide and facilitate training to business unit on request. Advise employees daily. Assist in the implementation of misconduct guidelines and processes: Opening misconduct files and filing of misconduct documents. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Draft, Initiate and finalise all formal disciplinary processes. Monitor PERSAL on the outcome of the disciplinary process. Draft reports on misconduct matters.

**ENQUIRIES
APPLICATIONS**

: Mr Leonard Makgato Tel No: (012) 319 7229
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDERrecruit84@nda.gov.za

NOTE

: EE Target: Africans, Indians, Coloureds, Whites and Persons with Disabilities.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Office of the Secretary for Defence, Private Bag X910, Pretoria, 0001 or you may hand deliver to ARMSCOR Building C/O Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001 or email to zama.mahlangu@dod.mil.za
- CLOSING DATE** : 28 September 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office, i.e., effective 01 January 2021, or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 33/03** : **PERSONAL ASSISTANT REF NO: SECDEF/30/33/26**
- SALARY** : R338 106 – R398 277 per annum (Level 07)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma. A National Diploma (NQF Level 6) will serve as an added advantage or equivalent qualification. A minimum of three (3) years collective experience, rendering a

support service to Senior Management and executive administrative support services inclusive of report writing and briefing preparation with strong organisational skills to Senior Management. Knowledge of Public Service legislation, Records Management, Office Administration, and Financial Administration. Special requirements (skills needed): Sound organisational skills and time management skills. Good people skills. High level of reliability. Proven written and verbal communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Proven computer skills including use of PowerPoint computer program.

DUTIES

: A successful candidate will be required to perform the following duties: Provide secretarial, reception and administrative support services to the Secretary for Defence. Receive visitors, screen and direct telephone calls and handle enquiries in professional manner. Ensure efficient and effective administrative support to the Secretary for Defence in accordance with departmental requirements. Scrutinises documents to determine actions/information/other documents required for meetings. Maintain an effective filing and records management system and administrative co-ordination in accordance with applicable policies and procedures. Remain abreast of relevant legislation, prescripts, policies, procedures and directives applicable to the work environment. Prepare and compile briefing notes, reports, correspondence, submissions, other documents and relevant information for the Secretary for Defence as required. Coordinate logistical arrangements for meetings, including venues, catering, documentation and technical requirements. Coordinates the procurement of goods and items for the activities of the Secretary for Defence. Coordinates the travel and accommodation arrangements for the Secretary for Defence during meetings and visits. Liaise with internal and external stakeholders on behalf of the Secretary for Defence. Maintain confidentiality of sensitive information and documents at all times.

ENQUIRIES

: Ms Zama Mahlangu Tel No: (012) 355-6206

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE	:	28 September 2026 at 16:00 (walk-in) and 23:59 (online)
NOTE	:	Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical 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. 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. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). 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. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 33/04	:	<u>DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/3DLAP/UIF</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) as recognized by SAQA /Public Management/ Public Administration/ B-com in Accounting/ Finance/ LLB/ Auditing/ Risk Management/ Project Management. Pre-entry certificated for Senior Management Services. Five (5) years' experience at Middle/ Senior management level in Labour Activation Programme/ Public Employment Programmes/ Enterprise Development environment/, financial management, grant management, monitoring and evaluation of funds, governance, risk and compliance. Experience in managing large-scale public sector programmes and funded entities will be added advantage. Knowledge: Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Diversity Management. Strategic Management. Project Management. Financial Management. Risk Management and compliance. Audit Processes. Skills: Financial Management. Risk Management. Project Management. Strategy Management. Diversity Management. Policy Analysis and Development. Computer Literacy. Communication (verbal and written). Quality Management. Research Methodology. Problem Solving and Decision Making. Contract Management. Monitoring and Evaluation.
<u>DUTIES</u>	:	Manage the development and implementation of the strategies and policies to guide the monitoring of Labour Activation Programme, TERS Funding. Lead the provision of funding to the institutions identified with the responsibility of executing Labour Activation Programmes. Strategically manage and maintain partnerships and network with relevant stakeholders involved in Labour Activation Programmes. Provide strategic advice and reports to the UIF Board, Investment Committee, Audit Committee, Executive Management, Minister, Director-General and other relevant governance and oversight structures. Lead the coordination of internal and external audit processes, including AGSA audits, relating to LAP and ensure the timely implementation of audit recommendations and corrective action plans. Manage resources (Human, Finance, Equipment/ Assets).
<u>ENQUIRIES</u>	:	Ms NB Mnconywa Tel No: (012) 337 1460
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF18@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to African Males, Coloured Females, Indian Males, White Males and Persons with disability.

OTHER POSTS

POST 33/05	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/165</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Barberton Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Sciences, Public Administration / Management, Business Administration / Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written). Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.
<u>DUTIES</u>	:	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. Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8702
	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-BBN@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females
<u>POST 33/06</u>	:	<u>COUNSELLOR GRADE1 REF NO:HR 4/4/8/1014</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Petrusburg, Free State A Four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: Grade 1: 0 years' experience, Grade 2: 8 years' experience, Grade 3: 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Naman Tel No: (053) 574 0623
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein or email: jobs-fs3@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Operations, Free State
	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Females.
<u>POST 33/07</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES OFFICE & EMPLOYMENT RELATIONS REF NO: HR4/4/8/1020</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Human Resource Management, Driver's License. Two (2) years' supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Ability to convert policy into action Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Legislative requirements: Public Service Act, Public Service Regulations Act. Skills: Administration and financial management, Project management, Interpersonal, Communication (Verbal and Written), Computer Literacy, Analytical, Problem Solving, Conflict Management and People Management.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of Human Resource Management policies in the Province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage staff and all of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SZ Segalo Tel No: (051) 505 6206
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-ASD-HRMFS@labour.gov.za

NOTE	:	Priority will be given to African Males, African Females, Africans with Disability, White Males and White Females.
POST 33/08	:	<u>ASSISTANT DIRECTOR: HRM & ER REF NO: HR4/4/09/01</u> (Three (3) Years Contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits.
CENTRE	:	Provincial Office: Gauteng
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management / Public Management/ Employee Relations at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human resources System and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum information Security Standards, PERSAL and other HR information management systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL, etc.), Innovative / Creative, Presentation, Responsiveness, Report writing, Time management, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
DUTIES	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment / Assets) in the Sub-directorate.
ENQUIRIES	:	Mr M Takalo Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-GP34@labour.gov.za
POST 33/09	:	<u>EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/7/81</u>
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Mashishing
REQUIREMENTS	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Experience: Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
DUTIES	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes. Supervise the administration of employer services at the Labour Centre.
ENQUIRIES	:	Mr L Mokhasi Tel No: (013) 235 2368/9
APPLICATIONS	:	Acting Deputy Director Labour Centre Operations: Private Bag X20081, or hand deliver at 51 De Klerk Street, Mashishing or email: Jobs-LDB@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
POST 33/10	:	<u>SENIOR ADMINISTRATIVE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/89</u>
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Mpumalanga

<u>REQUIREMENTS</u>	:	Three (3) relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administrative. Two (2) years functional experience in Public Employment/Administrative Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising, communication, Computer, Analytical, Presentation, Interpersonal, leadership, Networking.
<u>DUTIES</u>	:	Coordinate information for compilation of reports, coordinate PES training process to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section.
<u>ENQUIRIES</u>	:	Ms LL Shawe Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hoffmeyer and Beatty Avenue, Emalahleni.
<u>APPLICATIONS</u>	:	Email: Jobs-MPU-PES@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
<u>POST 33/11</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/7/90</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. 2 years functional experience in anti-fraud and anti-corruption/ Risk Management environment. A valid drivers license. Knowledge: Public Finance Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention of Organised Crime Act, Promotion of Access to Information Act (PAIA), Basic Conditions of Employment Act (BCEA), Protected Disclosure Act, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management, Analytical and Creativity, Time management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing.
<u>DUTIES</u>	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption campaigns. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms S Shokane Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or Hand delivered at Corner of Hofmeyer Street and Beatty Avenue, Emalahleni or Email: Jobs-MPU-RAIM@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males
<u>POST 33/12</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/7/82</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Secunda
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification in the relevant field i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, 36 Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State

		witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Mr S Ndimande Tel No: (017) 631 2585
APPLICATIONS	:	For attention Acting Deputy Director: Labour Centre Operations, Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Email: Jobs-SCU-INSPT@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
POST 33/13	:	<u>SENIOR PRACTITIONER: HRD & PERFORMANCE MANAGEMENT REF NO: HR4/4/4/09/02</u> (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of training / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management Development / Training and Development / Performance Management Services. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource Systems (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Conditions of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA), Project Management, Diversity Management and OD-ETDP. Skills: Communication (Verbal and Written), Computer Literacy, People Management, Project Management, Presentation, Report writing, Time Management, Design and Development, Organizing and Planning, Problem Solving.
DUTIES	:	Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement internship/ Learnership programmes in the Province. Coordinate and facilitate Orientation and Induction programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr M Seleke Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/14	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO:HR4/4/4/09/03</u> (3-Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/ Public Management at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management environment. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Labour Relations Act (LRA), Employment Equity Act (EEA), Batho Pele Principles, PSCBC and CCMA Procedures. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.
DUTIES	:	Monitor the Recruitment and Selection processes. Facilitate the processing and approve service benefits, Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr K Maqedana Tel No: (011) 853 0300

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/15</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/09/04 (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Gauteng, Parktown
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Relations Management as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Labour relations Act (LRA). Employment Equity Act (EEA), PSCBC and CCMA Procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy and Report Writing, Conflict, and Research.
<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>	:	Mr K Maqedana Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/16</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/07/30</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng, Parktown
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in BPROC/ LLB/ BCOM LAW. A valid driver's license. One (1) year functional experience in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation, Innovative, Analytical, Verbal and Written communication.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the province. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr M Tshabalala at 082 908 3224
<u>APPLICATIONS</u>	:	Acting Principal Chief Inspector, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	Priority will be given to White males and white females.
<u>POST 33/17</u>	:	<u>INSPECTOR REF NO: HR 4/4/07/29</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Labour Centre: Johannesburg
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Labour Relations Management / BCOM Law / LLB. Valid driver's licence. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organising (Mainly for own), Computer Literacy,

		Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation Skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Executive investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
ENQUIRIES	:	Mr HT Ntsoko Tel No: (011) 843 4157
APPLICATIONS	:	Acting Deputy Director: Labour Centre Operations, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	Priority will be given to White Males and white Females.
POST 33/18	:	<u>ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MANAGEMENT REF NO: HR 4/4/7/91</u>
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three (3) years relevant tertiary qualification (NQF Level 6) in Statistics / Economics / Public administration / Monitoring and Evaluation. One-year functional experience in data Management / Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Computer, Analytical, Communication, Interpersonal, Interviewing, Innovative and creative, Data analysis, Statistical and research.
DUTIES	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports.
ENQUIRIES	:	Mr RH Moloabi Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hofmeyer and Beatty Avenue, Emalahleni. Email: JOBS-MPU-LMIS@LABOUR.GOV.ZA
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
POST 33/19	:	<u>RECORDS ADMINISTRATOR REF NO: HR 4/4/6/43</u>
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organising.
DUTIES	:	Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
ENQUIRIES	:	Ms GJ Matlhakoane Tel No: (015) 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UJFJobs-LP@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Polokwane.
NOTE	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female
POST 33/20	:	<u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/6/44 (X3 POSTS)</u>
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	Grade 12 / Senior Certificate with Accounting or Mathematics as major subjects. 0 to 6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations,

		Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and organising, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding overpayment balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<u>ENQUIRIES</u>	:	Ms MJ Matlakala Tel No: (015) 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-LP@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 33/21</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICE REF NO: HR 4/4/6/45</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Makhado Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seeker on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: JOb-MAKH@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 33/22</u>	:	<u>INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Bloemfontein Free State Ref No: HR4/4/8/1016 (X1 Post) Labour Centre: Bethlehem Ref No: HR4/4/8/1017 (X1 Post) Labour Centre: Ficksburg Ref No: HR4/4/8/1018 (X1 Post) Labour Centre: Sasolburg Ref No: HR4/4/8/1019 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law / LLB., No experience required. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M Ndelela Tel No: (051) 285 0687 Ms T Mvelase Tel No: (058) 623 5277 Mr T Moholi Tel No: (058) 303 5293 Ms M Lelope Tel No: (016) 976 2084
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

NOTE	:	Priority will be given to African Males, African Females, Africans with Disabilities, Coloured Males, Coloured Females Coloured with Disabilities, Indian Males, Indian males, White Males and White Females.
POST 33/23	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/1015</u>
SALARY	:	R237 453 per annum
CENTRE	:	Welkom Free State
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations. Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
ENQUIRIES	:	Mr E Qhalane Tel No: (057) 065 0500
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
NOTE	:	Priority will be given to African Males, African with Disabilities, Coloured Males, Coloured Females and White Females.
POST 33/24	:	<u>HUMAN RESOURCE CLERK REF NO: HR/4/4/4/09/05 (X4 POSTS)</u> (3-Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits.
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	A grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, 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. Skills: Communication, Computer Literacy, Innovative/ Creative, Presentation, Report writing, Time Management, Organising and Planning, Problem Solving.
DUTIES	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of services (Leave, Housing, Medical. Injury on Duty, Long Service Recognition. Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Mr K Maqedana Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/25	:	<u>SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/80</u>
SALARY	:	R237 453 per annum
CENTRE	:	Mbombela Labour Centre
REQUIREMENTS	:	Matriculation / Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures and treasury regulations. Skills: Verbal and written communication, Interpersonal relations, problem solving, computer literacy, analytical and planning and organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre. Responsible for training and performance activities in a Labour Centre. Responsible for the records Management in a Labour Centre.
ENQUIRIES	:	Ms JP Thwala Tel No: (013) 762 8235
APPLICATIONS	:	Acting Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200, Employment and Labour Building, 3 Ferrera Street, Nelspruit. Email: Jobs-MSS-MBO@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.

POST 33/26	:	<u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year's tertiary qualification (NQF Level 6) in Purchasing Management/ Facility Management / Logistic Management / Management. Two (2) years functional experience in Acquisition Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Electronic Operations System • Public Service Regulations (PSR). Public Service Act (PSA). National Treasury Regulations. Supply Chain Management Systems and Processes. Bid Processes. Broad Based Black Economic Empowerment (BBBEE). Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving. Presentation. Planning and Organising. Communications. Computer Literacy. Report Writing. Financial Management. Analysis. Time Management. Numeracy.
<u>DUTIES</u>	:	Render administration of contracts for the UIF. Provide technical support on bidding processes. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committees. Supervise resources (Human, Financial, Equipment/ Assets) in the sections.
<u>ENQUIRIES</u>	:	Ms WE Kruger Tel No: (012) 337 1876
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to African Males and Females, White Males and Persons with disabilities

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website: https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	28 September 2026 at 12 pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

MANAGEMENT ECHELON

<u>POST 33/27</u>	:	<u>SENIOR TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G04/2026</u> Re-advert: Those who previously applied don't need to re-apply. Term: 24 months fixed-term contract Role Purpose: The role provides senior-level technical finance and investment expertise across the full project lifecycle from deal origination and financial structuring to due diligence, risk management, and portfolio oversight. The incumbent will assess complex financial structures, ensure the catalytic use of grant funding, support pipeline development, and contribute to applied research on job creation, value chains, and the green and informal economy, including the Just Energy Transition.
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
<u>CENTRE</u>	:	Jobs Fund GTAC Pretoria
<u>REQUIREMENTS</u>	:	A degree (NQF Level 7 or higher) in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. Formal training or qualification in project or programme management. 10–15 years' experience in project finance, corporate finance, structured finance, or investment analysis, including appraisal and closing of complex transactions. Demonstrated experience assessing innovative or non-standard financial

structures and grant-based funding mechanisms. Strong understanding of private-sector financing, incentives, and risk dynamics. Proven ability to conduct due diligence, analyse financial statements and models, and exercise sound investment judgment. 5 years of experience at a senior managerial level. Advantageous Experience and Qualifications: Post graduate qualifications in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. CFA, CA(SA), MBA (Finance/Strategy), or equivalent senior professional qualification. Experience in development finance, impact investing, blended finance, climate finance, or transition finance. Experience working on green economy, informal economy, or Just Energy Transition-related projects or value chains. Experience conducting or translating research on value chains, labour absorption, or economic development outcomes. Ideal Candidate Profile: You are a senior technical finance professional who combines strong analytical rigour with practical deal-making experience. You are comfortable working between public and private sectors, interrogating complex financial structures, and applying an investment lens to real-world job creation challenges. You bring independence of thought, strong judgment, and a commitment to using public resources catalytically for inclusive growth.

DUTIES : Originate and develop a pipeline of high-impact, employment-focused investment opportunities in partnership with private sector firms, intermediaries, developers, and ecosystem partners. Analyse, structure, and assess complex financial instruments and funding models, including blended finance, debt structures, outcome-based financing, and performance-linked grants. Conduct rigorous financial, commercial, and operational due diligence on project applications, including assessment of financial additionality, sustainability, and execution risk. Identify and analyse financial, market, governance, and performance risks arising from different project structures, and recommend appropriate mitigation strategies. Lead and quality-assure appraisal reports and funding recommendations submitted to Technical Evaluation and Investment Committees. Provide technical oversight of high-risk or complex projects within the Jobs Fund portfolio and support remedial action where performance challenges arise. Conduct independent applied research on job creation opportunities, priority value chains, the informal economy, and green and Just Energy Transition-related sectors, translating insights into funding and strategy inputs. Present financial, risk, and research findings clearly to internal decision-makers and external stakeholders. Coach, mentor, and technically support junior staff, building institutional capability in financial appraisal, risk analysis, and innovative finance. Represent the Jobs Fund in relevant stakeholder engagements, market forums, and learning platforms.

ENQUIRIES : Kaizer Malakoane at 066 250 7072
NOTE : The Jobs Fund is recruiting a Senior Technical Finance Specialist to strengthen its capacity to originate, structure, appraise, and oversee innovative, employment-generating projects that leverage public finance to unlock private investment. This is a senior specialist role suited to an experienced finance professional with strong private-sector exposure and a deep understanding of development, impact, and transition finance.

POST 33/28 : **TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G16/2026**
 Term: 24 months fixed-term contract
 Role Purpose: To provide technical financial support in the management of the Jobs Fund portfolio of projects and contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. The incumbent will support project origination, appraisal, financial structuring and contracting of new projects, oversee financial management and disbursements across the portfolio, and contribute to the Fund's learning and stakeholder management agenda.

SALARY : R1 317 384 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

CENTRE : Jobs Fund | GTAC | Pretoria

REQUIREMENTS : A postgraduate qualification (NQF Level 8) in Finance, Management Accounting, Financial Accounting, Economics, Business Administration or a related field. 10–15 years' experience in appraising, negotiating and closing project finance and corporate finance transactions. A minimum of 7 years' experience in a project management environment. 5 years of experience at a middle / senior managerial level. Advantageous: Experience in deal

structuring. Practice as a project manager. Public sector and grant management experience. Strong analytical skills, strategic and critical thinking, risk management and communication skills. Experience in the use of relevant AI tools. Ideal Candidate Profile: You are an experienced finance professional who combines strong technical and analytical ability with sound project management practice. You are comfortable engaging with both internal teams and external stakeholders, quality assuring complex financial appraisals, and applying rigorous risk management across a diverse project portfolio. You bring integrity, strong communication skills and a commitment to using public and grant funding effectively to support job creation.

DUTIES

: Provide financial technical support on project due diligence and appraisals of new projects, including financial structuring of new applications, and manage a portfolio of projects and team. Provide input into the quarterly stakeholder reports. Prepare and contribute to the development of Term Sheets for new funding rounds and assist with project origination to build a pipeline of fundable projects; quality assure appraisals before submission to the Technical Evaluation and Investment Committees and support the team in presenting recommendations. Ensure the contracting of new projects is finalised within prescribed timelines, including drafting of financial contractual obligations, and conduct roadshows for new funding rounds. Facilitate efficiency improvements to the Jobs Fund's Grant Management Framework and Procedures, and provide technical support to project teams to meet the Fund's annual disbursement and job targets. Conduct risk-based oversight of the project portfolio, design and implement remedial actions to address underperformance, and prepare for and participate in quarterly Disbursement Panel meetings. Quality assures disbursement memoranda and ensure audit readiness of the project portfolio, with timeous resolution of audit findings and appropriate controls to prevent repeat findings. Conduct baseline assessments of key business processes, support the implementation of new technologies to improve operational efficiency, and support sound governance and document management practices. Effective planning of project site visits (SV) to ensure effective project implementation, and efficient utilisation of operational budget. Improve the visibility of the Jobs Fund's work by cultivating stakeholder relationships, producing discussion documents and Practice Notes, preparing webinar content, and representing the Fund at conferences and panel discussions. Generate, package and disseminate research information, support the development of terms of reference for project evaluations and close-out reports, and prepare Learning and Research Papers, Practice Guides and Articles. Contribute to the Jobs Fund's internal learning agenda through brown-bag sessions and related learning material, and coordinate with the finance team on financial information and forecasts. Maintain communication with staff and stakeholders on financial matters, motivate and support project teams, and maintain relationships with Contracted Intermediaries to ensure sound risk management at project and portfolio level. Develop and manage the Jobs Fund Risk Framework, develop strategies to mitigate financial and performance risk, and monitor portfolio-level risk status, implementing corrective actions as needed. Support the Management team in developing the Jobs Fund's financing strategy, own and manage specific financial management processes, provide training to staff to improve financial appraisal and management skills, and contribute to strategic planning sessions within the Jobs Fund and its sub-programmes.

ENQUIRIES NOTE

: Kaizer Malakoane at 066 250 7072
: The Jobs Fund is recruiting a Technical Finance Specialist to provide technical financial support in the management of its portfolio of projects and to contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. This is a specialist role suited to an experienced finance professional with strong project finance and corporate finance experience.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

BUFFALO CITY TVET COLLEGE: Kindly note that the following posts that were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Transport Officer: with Ref No: BCC15/2026. Salary notch is R338 106 per annum, plus benefits.

MANAGEMENT ECHELON

POST 33/29 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DHET 01/09/2026**

Branch: Corporate Service

SALARY : R1 885 710 per annum (Level 15), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Postgraduate qualification (NQF level 8) in Human Resource Management / Business Administration / Public Management / Public Administration / Management/ Marketing / Public Relations or related qualification. A minimum of eight (8) years' relevant experience at senior management level in corporate service environment and five (5) years must be as a member of the SMS in the Public Service. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and skills: understanding of the Higher Education sector; policies and governance environment of TVET Colleges; annual reporting requirements by the Higher Education Institutions; knowledge and understanding of TVET Administration; Public Service Acts and Regulations; PFMA; Information Technology and Communication; Facilities Management; Labour Relation Acts; Implementing DPSA Directive and PSBC resolutions; knowledge in human resource management/ OD and change management Directives. Strategic capability and leadership; people management and empowerment; programmed and project management; change management; knowledge management; service delivery innovation; problem solving and analysis; client orientation; excellent verbal and written communication; decision making; financial management; conflict management. Values required are: Client service focus, integrity, committed/ dedicated, proactive, loyal, ethics, professional, respect, and goal-driven. Valid driver's license.

DUTIES : To manage, oversee and provide efficient, cost-effective corporate management support services to the branches in the Department. Oversee Human Resources Management and Development Services. Provide oversight of human resource administration and systems control services. Ensure human resource development and performance management services. Oversee organisational development, human resource planning, employment, equity, policy and strategy services. Provide employee health and wellness programs. Oversee grievance dispute and misconduct resolution processes. Oversee the departmental collective bargaining. Provide Corporate Communication services. Ensure marketing and publications. Oversee external communication and medialisng. Oversee internal communication and client services. Provide oversight of Information Technology and Business Systems Management Services. Oversee information technology (IT) infrastructure support and operation. Ensure application development support. Oversee information knowledge and records management services. Align DHET's information security to legislation, governance standards and security frameworks. Provide Security Management Services and oversee Facilities Management services. Oversee the physical security management services. Manage the Vetting services and processes. Provide Facilities Management services. Oversee Asset management processes. Provide Administrative support to the Offices of the Director-General and Ministry. Ensure effective management of correspondence, documentation, records and confidential information. Coordinate preparation and quality assurance of executive submissions, briefing notes and parliamentary responses. Facilitate efficient information flow and stakeholder engagement involving the Director-General and the Ministry. Ensure compliance with service standards, governance requirements and audit readiness. Oversee and coordinate administrative, protocol and logistical support services for executive offices. Management and Control of the Branch: Corporate Services. Provide strategic direction to

Corporate Services and contribute to departmental strategic planning. Provide guidance and ensure adequate support for the development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure implementation of the department's strategic plan and performance agreements. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure the development of financial reports for forecasting, trending and results analysis. Oversee the preparation and submission of project plans and implementation plans. Authorise expenditure, set budget levels ensuring that there is compliance with the PFMA, Treasury Regulations and related prescripts. Monitor quality control of work and ensure the compilation of the annual report and strategic plan of the branch. Ensure the monitoring, the planning, organising and delegation of work. Ensure the development of strategic plan, annual performance plan and annual report. Ensure monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare Tel No: (012) 312 5442)
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE

: 30 September 2026

OTHER POSTS

POST 33/30

: **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: ASDP&LINK09/2026**
Nature of post: Permanent (PERSAL)

**SALARY
CENTRE**

: R605 742 per annum (Level 10)
: Administration Centre

<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A valid driver's licence. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
<u>DUTIES</u>	:	Building and maintaining a database of potential partner's, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives. Ensure effective management of human, financial and other resources within the unit.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: Email address: asdpl0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful
<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/31</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (SSS) REF NO: KSD ASDSSS 09/2026</u> Nature of post: Permanent (PERSAL)
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade12/STD 10 or NCV level 4. An appropriate Bachelor's Degree (NQF7) in Psychology or BA Social Worker (Major in Psychology) or Psychology Related qualification. A minimum of 3-5 years working experience Education/Teaching and Learning environment or related field Knowledge of PSET and CET Act. Knowledge of Teaching and Learning,

	Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid scheme and Related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.
DUTIES	: Oversee administration of the student support services unit. Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquires. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of Ethics. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices.
ENQUIRIES	: Mr L. Mabula Tel No. 047 505 1031
APPLICATIONS	: Please forward applications to email address below each post. Email address: asdsss0926@ksdtvet.edu.za
FOR ATTENTION	: Mr Z. Galada, HR Manager
NOTE	: Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful
CLOSING DATE	: 30 September 2026
POST 33/32	: <u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION REF: ASD/CUR 09/2026</u>

(Occupational Programmes)
Nature of post: Permanent (PERSAL)

SALARY
CENTRE
REQUIREMENTS

: R605 742 per annum (Level 10)
: Administration Centre
: National Senior Certificate/Grade 12/ STD 10 or NCV level 4 together with a three (3) years recognised National Diploma/Degree (NQF L7) and a recognised teacher's qualification, SACE Certificate. Five (5) years' experience in Curriculum Development plus a minimum of 3 year's supervisory experience and a valid driver's licence. Skills and Competencies: Knowledge of Public Service Act, Knowledge of CET Act of 2006 as amended, Computer Literacy. Leadership skills and management skills, project management skills and communication, inclusive of presentation skills. Ability to work independently as well as a team. Planning, organizing, leading and control skills. Research, reporting and presentation.

DUTIES

: To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS Compliance, POE's format and content, types of machinery used. Tools handling in the workshop and storage. Floor demarcations and workshop cubicles, teaching and learning Policy, Assessment, Certification and Appeals policy. Learner support services, before, during and after the training intervention. Teaching& learning portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshop through the relevant accreditation.

ENQUIRIES
APPLICATIONS

: Mr L. Mabula Tel No: (047) 505 1031
: Please forward applications to email address below each post. Email address: asdcidi0926@ksdtvet.edu.za

FOR ATTENTION
NOTE

: Mr Z. Galada, HR Manager
: Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions
Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE

: 30 September 2026

POST 33/33

: **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: ASDSR/02/09/2026**

(Permanent)

SALARY
CENTRE
REQUIREMENTS

: R605 742 per annum (Level 10), plus actual benefits
: Central Office, King William's Town
: Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Business Administration, Public Management/Administration or any other relevant qualification is essential. A minimum of three (3) to five (5) years of experience at supervisory level, salary level 7 or 8 in an administration environment is required. A valid Code B driver's license is compulsory. Experience within the Post-School Education and Training (PSET) sector will be considered an added advantage. The ideal candidate must possess sound knowledge of enrolment standard operating procedures, data capturing procedures, and the use of computerized systems. A clear understanding of the legislative framework governing the Public Service, as well as knowledge of storage and retrieval procedures relevant to the working environment, is expected. The candidate must demonstrate strong report writing and presentation skills, particularly within the context of public sector governance. Effective communication, people empowerment, planning and execution capabilities are essential. Proficiency in MS Word, Excel, and PowerPoint is required, along with a proven ability to manage change effectively. Leadership skills, a commitment to quality work, sound human resource management, and the ability to communicate and lead with integrity form the foundation of the required values and attitudes for this role. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels) Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.

DUTIES

: Manage the administration of the overall student registration process, ensuring the development, review, and effective implementation of policies and procedures related to registration, admission, scheduling, and student records. Facilitate workshops to promote awareness and consistent application of these policies. Develop and implement marketing strategies aimed at attracting new student enrolments and oversee the accuracy of registration documentation. Supervise the management of student data systems, including graduate and alumni databases, and ensure accurate pre-entry support services such as financial aid, accommodation, and bursary assistance are available. Provide student guidance, placement testing, and maintain up-to-date programme enrolment records. Ensure orientation programmes are conducted across the college and on campuses, and that student data is accurately captured on the Information Technology System (ITS). Oversee the administration of student financial aid and bursary support, ensuring compliance with TVET Bursary Scheme rules and guidelines. Coordinate and chair financial aid committee meetings, facilitate funding awards, verify bursary statistics, and monitor compliance with bursary requirements while identifying and engaging potential academic sponsors. Administer the management of student learning materials, including the issuance, collection, and upkeep of textbooks and learning resources. Manage the coordination of career exhibition services, marketing college programmes at schools, open days, and exhibitions. Oversee the management of all human, financial, and other resources within the unit, ensuring optimal performance and adherence to relevant legislation and institutional policies.

ENQUIRIES
APPLICATIONS

: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
: Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process

(criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/34</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: ASDE&A/03/09/2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). An appropriate M+3-year degree or Diploma. Recognised teaching qualification. At least three (3) years teaching experience in the TVET College. A minimum of three (3) to five (5) years of experience at supervisory level. An in-depth knowledge of academic support with proven experience. A proven understanding of vocational training and its importance for delivery of critical skills. Knowledge of all Education related legislative framework such as PAM, CET Act of 2006 as amended, all Assessment related policies & guidelines, curriculum guidelines, Public Service Act. Be in a possession of a valid code 8 driver's license. Sound Computer Skills in MS Office (Beginners-intermediate level) and self-motivated good organizing, planning, problem solving and analytical skills. Registration with SACE. An extensive understanding of the DHET Examination & Assessment Policies and latest ICASS Guidelines; Excellent management and organization skills; when the arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.
<u>DUTIES</u>	:	Manage and coordinate internal and external examinations and assessments activities across the College. Ensure compliance with DHET, Umalusi, QCTO and institutional assessment and examination policies, procedures and regulations. Coordinate examination and assessment planning, candidate registration, mark capturing results processing and verification processes. Manage, secure handling of examination materials and scripts. Coordinate invigilation, marking and moderation processes. Manage assessment and examination irregularities. Monitor examination centre readiness and compliance. Coordinate outstanding results, certification and National N Diploma matters. Analyse assessment results and prepare performance reports, support academic interventions arising from assessment performance, maintain examination records and assessment databases, liaise with relevant regulatory and certification bodies. Supervise staff and manage the performance of the examinations and assessments function.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please

ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment

CLOSING DATE

:

28 September 2026

POST 33/35

:

ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ASDCI/04/09/2026
(Permanent)

SALARY

:

R605 742 per annum (Level 10), plus actual benefits

CENTRE

:

Central Office, King William's Town

REQUIREMENTS

:

Senior Certificate / Grade 12/ NCV Certificate (Level 4). Appropriate Diploma/ degree (priority fields are Engineering / Agriculture / ICT / Economics & Management Sciences). Recognised teaching qualification. Knowledge of QCTO, SETA and NSF systems. 3 years' experience at supervisory/ managing staff. 2 years' experience in implementing operational projects. 2 years' proven experience working with SETAs. Good computer skills. Driver's license. Additional requirements / added advantage: Qualified artisan. Skills: Occupational curriculum and accreditation expertise, Project and programme management, Quality assurance and compliance, Workshop/simulation readiness planning, Stakeholder and regulator liaison, Analytical reporting and performance monitoring, Facilitation and staff development, Procurement specification input and resource planning, Risk management, Strategic planning and change management, Negotiation, Communication, Presentation, Planning and organizing. Financial management Report Writing Communication and interpersonal. Problem solving Computer Literacy Analytical Client oriented Project management Team leadership, Planning and organizing, People management. Knowledge of: PSET and CET Act. Knowledge of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Understanding of the Higher Education sector. Knowledge of Education Act.

DUTIES

:

Ensure growth by providing skills, learnerships and apprenticeships. Establish partnerships with industries. Ensure placement of students with industries. Manage and facilitate registration of learning programmes. Facilitate the implementation of artisan development programmes represent the College in all artisan development forums. Develop and review procedures and templates for implementation of the learning programmes. Ensure implementation of learning programmes policies. Conduct site visits to monitor the implementation of artisan development programmes. Facilitate certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure that quality assurance functions are performed in accordance with the set regulations. Assist in making campus workshops, simulation rooms and classrooms meet the required standards for occupational health and safety. Provide support to campuses in ensuring that required physical resources specified to assess learners' competence regarding the occupational qualification or part qualification are made available. Coordinate registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities including QCTO, SETAs, DHET and host employers. Ensure that suitably qualified staff are appointed to facilitate teaching and learning in the relevant trade or occupation. Provide support in ensuring that artisan trade moderators are registered with National Artisan Moderation Body (NAMB). Put systems in place to manage ARPL and national trade tests approved by NAMB Set up an efficient system for safekeeping and destroying (when needed) of all assessment documentation and test pieces. Secure workplaces that follow the national standardized artisan learner workplace. Draft occupational programmes implementation plan Engage in curriculum issues for occupational programmes Formulate strategies to expand delivery of occupational programmes Facilitate administrative management of projects

(including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects. Conduct induction for newly appointed Facilitators and Moderators Monitor the conduct of assessments in all occupational programmes. Prepare for curriculum matters of the occupational programmes in the quarterly academic board meetings Coordinate activities for the development of Learning Material (when needed). Conduct the external integrated summative assessment in line with the standards set by the QCTO or relevant SETA. Report to the QCTO or relevant SETA on the College's performance in the form and manner required by the assuring body. Ensure that all occupational qualifications offered at the College participate in blended learning. Ensure that the College complies with the QCTO and AQP assessment policies and procedures.

ENQUIRIES	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
APPLICATIONS	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
CLOSING DATE	:	28 September 2026
POST 33/36	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION: MINISTERIAL PROGRAMMES (PORTFOLIO FOCUS: DIGITAL, BLENDED & DISTANCE LEARNING) REF NO: ASDCI/05/09/2026</u> (Permanent)
SALARY	:	R605 742 per annum (Level 10), plus actual benefits
CENTRE	:	Central Office, King William's Town
REQUIREMENTS	:	An appropriate recognised three-year qualification in Education, Curriculum Studies, Education Technology, Open/Distance Learning, Institutional Design or related field. A relevant postgraduate qualification will be an added advantage. Relevant experience in TVET/post school curriculum implementation, teaching and learning, e-learning/LMS implementation, instructional design or academic development, with demonstrated coordination. At least three years at supervisory level. Sound knowledge of NC(V), occupational and other applicable Ministerial programmes and curriculum implementation requirements. Practical knowledge of Moodle or a comparable Learning Management System, including course design, quizzes, assignments, resource management and learning analytics. Knowledge of blended, remote and distance learning principles, digital learning material development, copyright/OER considerations and online assessment integrity. Ability to train and support lecturers, manage projects, analyse academic performance and prepare management reports. Ability to develop academically sound and costed concepts for short courses, continuing education and remote learning offerings in collaboration with Finance and Partnerships and Linkages. Computer Literacy and a valid driving license. Skills: Curriculum implementation and quality assurance, digital/blended/remote teaching, Moodle/LMS academic Implementation, Instructional design and learning-material development, lecturer development and facilitation,

		Data analytics and learning analytics, project and change management, business-case development and innovation, stakeholder management, strong communication and report-writing skills. Extensive knowledge of relevant academic governance, assessment and moderation processes, including the Continuing Education and Training Colleges Act, 2006 (CET Act) and the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).
<u>DUTIES</u>	:	Coordinate and monitor implementation of Ministerial programmes. Ensure curriculum coverage and compliance with DHET curriculum requirements, coordinate teaching plans, pacing schedules and academic improvement interventions, lead implementation of blended, online and distance learning. Manage institutional utilisation of Moodle and other approved learning platforms. Coordinate development and quality assurance of digital learning content, promote online quizzes, virtual classrooms, simulations and technology-enabled teaching. Monitor lecturer and student participation on digital learning platforms. Coordinate lecturer development in digital teaching methodologies, support student digital literacy and online learning access. Develop and monitor distance-learning delivery models, collaborate with ICT and relevant partners on digital learning infrastructure and innovation. Monitor the impact of digital learning on student performance and access, prepare curriculum implementation and digital learning reports, support expansion of flexible learning opportunities and alternative revenue-generating programme delivery in collaboration with finance and Linkages and Partnerships. Supervise staff and manage the performance of the portfolio.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/37</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIP & LINKAGES REF NO: ASDPU/06/09/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three-year National Diploma (NQF 6) Project Management or Marketing or any other relevant qualification. 3-5 years working experience in Project Management and or Business development. Driver's licence: Code B. 3-5 years' experience at supervisory level. Skills: Building partnerships. Innovation Marketing and Entrepreneur insight. Financial Management. Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks Business planning Skills: Negotiation Communication Presentation Academic Process and moderation procedures Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem

DUTIES

solving. Computer literacy. Analytical Client oriented. Project management. Team leadership. Planning and organizing. People management.

: Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL) key responsibilities: Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL).

ENQUIRIES APPLICATIONS

: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
: Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial

		interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/38</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: ASDMIS/07/09/2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3)-year National Diploma (NQF 6) in information Management, information Technology & Computer Science or any other relevant qualification. 3-5 years working experience in Information Management or Computing field or Practical working experience in the data analysis experience. Driver's licence: Code B, 3-5 years' experience at supervisory level, knowledge and skills: knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET mis system, annual reporting requirements by the higher education institutions knowledge, understanding, application and interpretation of office management, coltech, data warehouse and IT prescripts. skills: Administrative Planning and organizing Financial Management Report Writing Communication and interpersonal Problem solving Computer Literacy Analytical Client oriented Project management Team leadership People management.
<u>DUTIES</u>	:	Oversee capturing, storage, and quality control of student registrations, exams, and attendance data using systems like coltech. Supply strategic data and monthly reports to college management, funding bodies like NSFAS, and the DHET. Implement institutional information management policies in line with regulatory frameworks like the Continuing Education and Training Act and POPIA. set up the system in readiness for enrolment and support other processes control the quality of captured data and report if there are errors maintain the college TVET mis system compile reports on to management: submit monthly report on skills & learnership on monthly basis compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET compile monthly, quarterly and annual reports as requested maintain, and validate inputs captured on coltech student and other related systems: set up the student system for registration of students and ensure creditability and reliability management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/39</u>	:	<u>ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: KSD/FIN-AD/09/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4 and a recognised three (3) National Diploma (NQF 6) in Financial Management or related qualification. Three to five years' work experience in Finance section. Knowledge of PSET and CET Act. Understanding of PFMA, Treasury Regulations, Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. And financial management systems. A valid driver's licence and Computer Literacy (MS Office is necessary. Competencies: Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge of Treasury Regulations and Public Service Act. Labour Relations Act, Skills Development Act, National Students Aid Scheme and related legislation. Knowledge of financial management systems. Administrative, Planning and Organizing. Financial Management. Report Writing. Communication and interpersonal Skills. Problem solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership and People Management
<u>DUTIES</u>	:	Budget Preparation. Implementation, Monitoring and Control. Prepare Annual Financial Statements Collection and Recording of revenue- Cashier, Banking Services and Electronic payments, Debt Management, Monitoring and Reporting on Revenue Expenditure-Compensation of employees & Goods and Services. Transfers and subsidies. Reporting year and month end close out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with auditors (internal and external)
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdfa0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.
<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/40</u>	:	<u>ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: KSDASDLR/09/2026</u> Nature of appointment: Permanent (PERSAL)
<u>SALARY</u>	:	R487 197 per annum (Level 09)

<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12/STD10 or NCV level 4. An appropriate National Diploma (NQF6) in Labour Relations, Employment Relations and Human Resource Management or HR and related qualification. A minimum of 3-5 years working experience Labour Relations or Human Resource Management environment to related field. Knowledge of Labour Relations Act, Public Service Legislations and Policies related to Human Resource Management. Sound Knowledge of Labour Relations status. Sounds Knowledge of Internal Labour Organization (ILO) Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of Higher Education sector. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigation, Presentation skills, Client service focus integrity, Committed, Proactive, loyal and Ethics.
<u>DUTIES</u>	:	Maintain Sound Labour Relations, Render advice on Labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigation and disciplinary hearings. Management of Strike action, Minimize labour dispute. Facilitate and conduct labour relations training and workshop, Ensure proper implementation of the collective bargaining council resolutions. Management of all Human, Financial and other resources of the unit. Investigate misconduct cases and compile investigation report Management of discipline, represent the Department during formal disciplinary hearing, provide advice on informal hearings and ensure the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the Department / Colleges. Co-ordinate and provide support in terms of representing the Department/ Colleges in all disputes referred to the Public Service Sectoral Bargaining Council /Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage information and records of all activities in the Labour Relations in the college. Manage resources of the section. Monitor precautionary suspensions in the college.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdlr0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.
<u>CLOSING DATE</u>	:	30 September 2026

POST 33/41

**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: KSD
ASDIT 09/2026**

Nature of post: Permanent (PERSAL)

**SALARY
CENTRE
REQUIREMENTS**

R487 197 per annum (Level 09)

Administration Centre

National Senior Certificate/Grade12/STD 10 or NCV level 4. A relevant National Diploma (NQF6) in Information Technology or IT related qualification. A minimum of 3-5 years working experience in IT environment. Three (3) years supervisory/ management experience. A valid driver's licence. A knowledge of computer hardware, software and programmes. A Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. A knowledge and understanding of Corporate ICT principle and understanding of the monitoring of performance management system. Administer computer hardware, software and network skills. Administrative, planning and organising. Financial management, Reporting writing, Communication and Interpersonal problem solving skills. Computer literacy, Analytical, Client oriented and project management. Team leadership, People management, Planning and organising skills.

DUTIES

Development, review and monitor the implementation of Information Communication Technology (ICT) policies. 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 work shopped to 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. Information System Management, Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance, 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 the 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.

**ENQUIRIES
APPLICATIONS**

Mr L. Mabula Tel No: (047) 505 1031

Please forward applications to email address below each post. Email address: asdit0926@ksdtvet.edu.za

**FOR ATTENTION
NOTE**

Mr Z. Galada, HR Manager

Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and

		financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.
<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/42</u>	:	<u>ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: ASDOM/</u>
<u>01/09/2026</u>	:	(Permanent)
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree / National Diploma in Office Management and Technology / Public Management / Business Management or related qualification recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience in the relevant field is required. Three (3) to five (5) years in strategic planning and administration environment. A valid drivers' licence. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the CET Act. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels). Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.
<u>DUTIES</u>	:	Render administrative/executive support services in the office of the Principal. Oversee the development, implementation and monitoring of policies. Establish office procedures and operating systems. Render administrative/ executive support services in the office of the Principal including effective and efficient management of the college and management of workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Draft letters, memorandums and submissions. Ensure that approved minutes are signed off and safely kept. Prepare all presentations, speeches, addresses, report of the college and council committee meetings. Oversee and maintain logistics within the office of the Principal including arrangement of meeting and training interventions. Oversee and monitor the budget in the office of the Principal. Assist in ensuring effective and efficient administration and management of operations in the Principal's office, Manage the risk register of the Principal's office and champion risk management function. Maintain office budget and database of its expenditure. Attend to transactional processing sequence against allocated budget of expenditure incurred, claims and deductions collating and forwarding reconciled amount for further processing. Ensure payment are authorized are underpinned by sound documentary support. Provide secretariat support to Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Distribution of relevant documents for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Provide strategic management, monitoring, and evaluation services. Oversee and coordinate strategic, annual, and operational planning within the Office of the Principal, including the consolidation of college plans, reports, and performance information to support effective governance and institutional performance. Coordinate, monitor, and manage the Audit Action Implementation Plan to ensure timely resolution of audit findings, compliance with internal controls, and effective risk management.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process

(criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/43</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER</u> <u>(SALARY REF NO: CORP/SNR-MIS/01</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Management / Data Management, Management Information Systems or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in data management, TVET- MIS environment, database administration, information systems support, institutional reporting, or data analytics. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of office/information management systems. Business Management Systems (BMS), data management, compiling and interpretation of results and other statistics. Must have effective office administrative skills, team leadership and outcome driven, project management, sound communication (verbal and written) skills. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Maintain and manage the Business Management System (BMS) and related platforms, ensuring alignment with the DHET requirements through vigorous quality control and validation process. Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college within specified deadlines. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on the Business Management System and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) to ensure integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation and reconciliation, monitor system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Facilitate user training and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards and statistical reports. Compiling weekly, quarterly and monthly reports on student's statistics amongst others for management, DHET and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional

		performance, ensure compliance with college policies, the Protection of Personal Information Act (POPIA) and other applicable legislation.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to seniormis@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	:	28 September 2026 at 12:00
POST 33/44	:	<u>SENIOR FINANCIAL AID/BURSARY OFFICER REF NO: CORP/SNR-FIN-AID/02</u> Permanent (PERSAL Appointment)
SALARY	:	R413 001 per annum (Level 08), plus benefits
CENTRE	:	Corporate Office
REQUIREMENTS	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management / Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in bursary / financial aid services. Must be computer literate. Must be proficient in MS-Excel. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.
DUTIES	:	Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Pastel and Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to seniorfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number

	to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	: 28 September 2026 at 12:00
POST 33/45	: <u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CORP/SNR-STATE/03</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	: R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	: Corporate Office
<u>REQUIREMENTS</u>	: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management / Cost and Management Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, and Skills: Must have knowledge of the TVET sector prescripts, regulations and legislative framework. Knowledge of Public Service Act and Regulations. Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.
<u>DUTIES</u>	: Ensure overall preparation and supervision and provision of financial reporting Submission of monthly reports to DHET, management and council sub-committee as and when required. Preparation of payments packs and reconciliation of all accounts on Pastel. Management of all retention creditors. Ensuring accuracy of payments before payments are released. Clearing of all unknown deposit accounts, processing student refunds, management of debt collector, preparation of appropriate reports for internal management decisions, preparation of monthly financial accounts, processing of month end journals, balancing of Fixed Asset Registers to ensure accurate month-end reporting. Review of all income and balancing of debtors control accounts with Pastel and. Ensure overall supervision of banking, cash and revenue management services. Reconcile all MOU/As with SETAs monthly including invoicing, recoveries of outstanding funds from SETA'S, prepare annual audit reconciliation schedule of SETAs against stipends made per individual SETA. Maintain fully updated, signed and complete documentation of each SETA signed agreement. Manage finance internal audit services. Ensure accuracy of general balances and prepare annually all supporting schedules for external audit. Review current finance policies and develop new policies where required. Assisting with all ad hoc requests.
<u>ENQUIRIES</u>	: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to ssa@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/46</u>	:	<u>SENIOR MARKETING AND COMMUNICATION OFFICER REF NO: CORP/ MARKETING/04</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<u>DUTIES</u>	:	Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to seniormc@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/47</u>	:	<u>CHIEF ADMINISTRATION CLERK (CONDITIONS OF SERVICE) REF NO: UMF55/09/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	A Nation Senior Certificate plus an appropriate National Diploma / Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of two (2) years relevant experience. Introduction to PERSAL Management Certificate. A valid driver's licence. Skills and Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health retirement, Promotion and Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication Skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management.
<u>DUTIES</u>	:	Provide Service Conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefits from GEPF. Capture transactions such as but not limited to housing payment of all allowances etc. Administer leave matters. Implement leave transactions and ensure the correct codes are used on PERSAL and on VIP system. Ensure leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave. Draft circulars and make necessary arrangements pertaining road shows/ information sessions regarding conditions of service.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9500/01
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: Applications.central@umfolozi.edu.za
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an

integrity (ethical conduct) assessment. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

<u>CLOSING DATE</u>	:	28 September 2026 at 16:00
<u>POST 33/48</u>	:	<u>IT TECHNICIAN REF NO: RFT/IT/05</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/ Computer Science or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in information technology. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
<u>DUTIES</u>	:	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to rfttechnician@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/49</u>	:	<u>FINANCIAL AID/BURSARY OFFICERS (X4 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07), plus benefits Carletonville Campus Ref No: CARL/FIN-AID/06 Krugersdorp Campus Ref No: KC/FIN-AID/07 Krugersdorp West Campus Ref No: KW/FIN-AID/08 Randfontein Campus Ref No: RFT/FIN-AID/09
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. Must have a minimum of 2 to 3 years relevant work experience in bursary / financial aid services. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial application systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.
<u>DUTIES</u>	:	Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyse NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Timeous upload of all student bursary applications on the NSFAS portal including submission of any additional information/documents required by NSFAS to successfully process all applications. Reconciliation of upload data on NSFAS, with Pastel and Coltech monthly including following up on all outstanding matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 Please hand deliver your application or email it to: Financial Aid officer (Carletonville) – carlfin@westcol.co.za Financial Aid Officer (Krugersdorp) – kdpfin@westcol.co.za Financial Aid Officer (Krugersdorp West) – kwfin@westcol.co.za Financial Aid Officer (Randfontein) – rftfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSS website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/50</u>	:	<u>ADMINISTRATIVE CLERKS: FINANCE (X2 POSTS)</u> Permanent (PERSAL Appointment)

<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Carletonville Campus Ref No: CARL/FINANCE/10 Krugersdorp West Campus Ref No: KW/FINANCE/11
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing or any other relevant qualification. Must be computer literate. Competencies, Knowledge, And Skills: Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<u>DUTIES</u>	:	Render financial accounting transactions, receive invoices, check correctness, verification, and approval and submitting for payment. Process invoices (capture payments). Follow-up on all outstanding student debts including clearing of student unknown deposit accounts. Prepare monthly debt management report on outstanding debts, recoveries. Reconcile campus tuition fee bank account. Submitting all refund and overpayments to Corporate for processing. Capturing all procurement requests on Pastel and follow through with procurement management. Assist in administration and controlling of petrol cards and college car bookings of all vehicles issued to campus (vehicles and generators). Assist with the coordination of bursary allocations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Conduct regular fixed asset verification ensuring all assets barcoded, correct details captured (location, description) and reconciled with Fixed Assets Register (moveable and immoveable) Administer and record the movement of all assets on the fixed assets register. Identify all unusable and obsolete assets. Ensure completeness and accuracy of the fixed asset register for the annual external audit preparation.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to: Admin Clerk: Finance (Carletonville) – carlfinclerk@westcol.co.za Admin Clerk: Finance (Krugersdorp West) – kwfinclerk@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/51</u>	:	<u>ADMIN CLERK: ADMINISTRATION SERVICES REF NO: RFT/ADMIN/CLERK/12</u> Permanent (PERSAL Appointment)

<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	:	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to Admin Clerk: Randfontein – rfadminclerk@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/52</u>	:	<u>ADMIN CLERK: MARKETING AND COMMUNICATION REF NO: CORP/ MARKETING/13</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R237 453 per annum (Leve 05), plus benefits
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations. Relevant work experience in marketing or communications will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and

		understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance 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 digital marketing.
<u>DUTIES</u>	:	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to Admin Clerk: Marketing and Communication Corporate – corpadmin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/53</u>	:	<u>DRIVER/MESSENGER (X3 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R201 093. per annum (Level 04), plus benefits
<u>CENTRE</u>	:	Corporate Ref No: CORP/DRIVER/14 Carletonville Ref No: CARL/DRIVER/15 Randfontein Ref No: RFT/DRIVER/16
<u>REQUIREMENTS</u>	:	Grade 12/Matric Certificate or equivalent qualification plus a valid Code 10 drivers' licence. Must have a valid Professional Driving Permit (PDP). Must have a minimum of 1 to 2 years relevant work experience as a driver. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Routing office support i.e. registry. Secondary function of making copies. Procedure for motor maintenance. Procedure to obtain trip authorisation. Completion of logbook of the motor vehicle. Writing of fuel consumables. Writing of kilometres services. Offer messenger services. Must have excellent driving skills. Must be able to fix or change flat tyres. Must be able to clean the vehicles. Must be willing to work after hours and on weekends. Will be required to provide services across all campuses/sites.
<u>DUTIES</u>	:	Drive light and medium-sized motor vehicles to transport passengers (staff and students) and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax documents. Collect and deliver documentation and related items in the department.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to:

	Driver: Corporate office - corpdrivers@westcol.co.za
	Driver: Carletonville – carldriver@westcol.co.za
	Driver: Randfontein - rftdriver@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	: All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	: 28 September 2026 at 12:00
POST 33/54	: HANDYMAN (X2 POSTS) Permanent (PERSAL Appointment)
SALARY CENTRE	: R170 226 per annum (Level 03), plus benefits Corporate – Ref No: CORP/HANDYMAN/17 Randfontein – Ref No: RFT/HANDYMAN/18
REQUIREMENTS	: ABET Level 4/Standard 8/Grade 10. Must have a minimum of 1 to 6 months relevant work experience in semi-skilled manual labour. A valid driver's license will be an added advantage. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of building maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement. Operating equipment. Must have good communication (verbal and written), reading, people management, office management, administration, analytical, problem-solving, planning and organising skills. Must be disciplined. Will be required to provide services across all campuses/sites.
DUTIES	: Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Ensure tools are cleaned and stored in a safe environment. Report defects. Safekeeping of maintenance tools and supplies. Perform duties in accordance with instructions and the OHS Act.
ENQUIRIES APPLICATIONS	: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 Please hand deliver your application or email it to Handyman: Corporate Office - corphandyman@westcol.co.za Handyman: Randfontein - rft handyman@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	: All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/55</u>	:	<u>CLEANERS (X2 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02), plus benefits Carletonville Campus Ref No: CV/CLEANER/19 Krugersdorp West Campus Ref No: KW/CLEANER/20
<u>REQUIREMENTS</u>	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices. Competencies, Knowledge, And Skills: Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
<u>DUTIES</u>	:	Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of the ablution facilities. Cleaning of foyers and corridors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 Please hand deliver your application or email it to Cleaner: Carletonville – carlcleaner@westcol.co.za Cleaner: Krugersdorp West – kwcleaner@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.



CLOSING DATE
APPLICATIONS

: 28 September 2026

: The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POSTS

POST 33/56

: **DEPUTY DIRECTOR: APPEALS REF NO: HRMC 62/26/1**
 Branch: Permanent Resident Permits

SALARY

: R1 101 468 - R1 297 476 per annum (Level 12), (an all-inclusive salary package)

CENTRE

: Head Office: Tshwane

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public, Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 equivalent as recognized by SAQA. 3 years' experience at Junior Management/ Assistant Director Level in Law, analysis and interpretation of immigration information is required. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its regulations. Knowledge of Refugee Act. Knowledge of other Department's policies, prescripts and practices. Understanding of International Conventions and protocols. Knowledge and understanding of Civil Aviation Organization. Broad knowledge and understanding of PFMA and Treasury regulations. Understanding of Public Service Act. Understanding of another relevant legislative framework. Knowledge and understanding of all departmental legislations and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. Willingness to travel and work extended hours. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Manpower forecasting and planning. Financial Management. Honesty and integrity. Project Management. Communication. Decision Making. Influencing and Networking. Problem Solving and Conflict management. Business report Writing. Research Methodology. Presentation Skills. Planning and Organising. Strong Analytical Skills. Computer Literacy. Facilitation Skills. Negotiation Skills. Interpersonal Relations.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the processing Permanent Residence Permit appeals. Ensure the effective management and handling of Permanent Residence Permit (PRP) appeals. Manage the review initial decisions, supporting documents, and relevant casefiles. Ensure and verify the completeness, accuracy, and legality of submitted. appeals applications. Manage and ensure that detailed assessments are conducted to determine whether a decision should be upheld, modified. Monitor deadlines and ensure decisions are issued within prescribed timelines. Establish and maintain good working relationship with all the relevant stakeholders regarding PRP appeals process. Implement effective risk and compliance on the processing PRP appeals in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Ms B Kabinde Tel No: (012) 406 4239
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za
<u>POST 33/57</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT COORDINATION REF NO: HRMC 62/26/2</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09), (A basic salary package)
<u>CENTRE</u>	:	Limpopo: District Municipality Office: Mopani
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Public Management, Operations Management at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience as a Senior Administrative Officer is required. Experience in coordination is required. Basic Knowledge of Civic Services and Immigration Acts. Understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework. Knowledge of the Public Service Regulations. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Accountability. Business Continuity. Project Management. Conflict Management. Decision Making. Presentation Skills. Problem Solving. Business Report Writing. Influencing and Networking. Planning and Organising. Coordination skills. Computer Literacy. Communication skills. Coordination skills. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and coordinate the district operations to enhance service delivery. Monitor the District's budget, developing and implementing plans. Monitor the district's performance by ensuring that the district's operations run smoothly and report to the Line Manager on progress timeously. Communicate all eligible Local Manager's credential

responsibilities, program requirements, and expectations from District Manager. Coordinate the district calendar, meetings, dates, special events, and meetings and events. Collaborate with district staff to align district plans and strategies. Lead the District-level team, and ensure a coordinated approach to all components in the district and resolve concerns or problems. Work with the District Government and other stakeholders to develop annual plans for activities under each component, and to build relationships. Lead communication and stakeholder engagement activities with district government, civil society and private sector. Ensure the timely submission of financial and operational reports. Facilitate and Consolidate information on all operations in the District to enhance service delivery. Ensure successful business transformation. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Limpopo: Mr J Kgole Tel No: (015) 287 2802
- : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 28 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. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. 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 the high volume 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 33/58**

: **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITS REF NO: 3/1/1/2026/231 (X2 POSTS)**

Directorate: Information Technology Audit

This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

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

CENTRE
REQUIREMENTS

: Gauteng (Pretoria)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Information Technology (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in Information Technology Auditing at Assistant Director or equivalent level. A valid driver's licence. Job related knowledge: Project management best practice, The Standard of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing. Analytical and problem-solving ability. Staff and interpersonal relations. Project management.

DUTIES

Computer literacy. Business process and analysis. Risk and control assessment. Work under pressure and meet deadlines.

: Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies, and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit monthly. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year-Rolling and Annual Internal Audit Plans April each year. Execute / manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the planning phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the execution phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the reporting phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Evaluate the line management's status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and perform the adequacy assessment of management action plans implemented on a quarterly basis. Manage the information Technology Directorate's resources allocated to this position. Manage human, logistical, and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES

: Mr M. Rammutla Tel No: (012) 312 9840

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post231@dlrrd.gov.za

NOTE

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

POST 33/59

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/1/1/2026/223**
Directorate: Budget Performance Management

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Cost and

		Management Accounting / or equivalent qualifications (NQF Level 6). Minimum of 3 years of experience at a supervisory level in the budget planning environment. A valid driver's licence. Job related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Advanced Computer literacy (Excel etc.). Planning and organising. Resource planning. Problem solving and decision making. Time management. Business management. Communication (verbal and written). Ability to work within a team.
<u>DUTIES</u>	:	Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes, Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage Branch budget processes as per the action plan. Attend information sessions for budget programmes managers. Consolidate budget input from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjust budget (AENE) on Basic Accounting System (BAS) annually. Manage Standard Charts of Accounts (SCOA) segment aligned to vote. Monitor and advise responsibility managers to relocate budget to items with negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly. Manage the budget maintenance. Monitor the implementation of BAS budget structures. Monitor economic reporting format allocation combinations.
<u>ENQUIRIES</u>	:	Mr N Malisha Tel No: (012) 312 8962
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post223@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Indian, and White Males and Coloured and Indian Females and Persons with disabilities.
<u>POST 33/60</u>	:	<u>STRATEGIC PLANNING OFFICER REF NO: 3/1/1/2026/229</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.
<u>DUTIES</u>	:	Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP.

		Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.
<u>ENQUIRIES</u>	:	Ms T Matshiya Tel No: (012) 312 9735
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post229@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 33/61</u>	:	<u>STRATEGY ANALYST REF NO: 3/1/1/1/2026/230</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.
<u>DUTIES</u>	:	Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP. Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.
<u>ENQUIRIES</u>	:	Ms T Matshiya Tel No: (012) 312 9735
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post230@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 33/62</u>	:	<u>PRINCIPAL GEOMATICS OFFICER REF NO: 3/1/1/1/2026/227</u> Directorate: Mapping Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in geomatics, geospatial information science. Job related

		knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge including feature identification and data representation. Knowledge of Geographical Information Systems software. Performance management and monitoring. Theory, principles and practices of standards. Job related skills: Problem solving and analysis. Decision making. Team leadership and creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management and negotiation.
<u>DUTIES</u>	:	Capture different geospatial data into the Integrated Topographic System. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographical features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archives tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipment's and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flight lines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. Store all aerial imagery ground position system data files in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalisation principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and quality assure geospatial information and services to clients. Provide and ensure the correctness of geo-spatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to ensure quality. Assist with the revision of datasets of products and services for established vendors with district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on use of products and services, including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geo-spatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).
<u>ENQUIRIES</u>	:	Ms T Rambau Tel No: (021) 658 4300
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post227@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, and Indian Males and African and Indian Females and Persons with Disabilities.
<u>POST 33/63</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 3/1/1/1/2026/228</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Public Finance / Financial Management (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in a financial management environment. A valid driver's license Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Know Treasury Regulations and PFMA. Knowledge of Public Service Regulations. Job-related skills: Supervision. Communication (verbal and written).
DUTIES	:	Process BAS, PERSAL and LOGIS transactions: Check and verify BAS and PERSAL advice. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage travel agency account. Ascertain invoices received. Reconcile/analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence (POEs) on financial reports (accruals and payables reports). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and reporting. Request for petty cash facilities and increase.
ENQUIRIES	:	Mr NR Jacquire Tel No: (033) 264 9500
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post228@dlrrd.gov.za
NOTE	:	EE Targets: African and White Males and Coloured and White Females and Persons with Disabilities.
POST 33/64	:	<u>SENIOR STATE ACCOUNTANT REF NO: 3/1/1/2026/232</u> Directorate: Quality Assurance and Administration
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Accounting or Financial Management or Internal Auditing or any other relevant equivalent qualification. Minimum of 2 years' experience in finance. A valid driver's licence. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Knowledge of BAS, Division of Revenue Act, Public Finance Management Act and Treasury Regulations and legislation relevant to financial accounting. Knowledge of finance administration, including legislation relevant to financial accounting. Job related skills: Report writing and communication (verbal and written), Interpersonal relations, Computer Literacy, Analytical abilities and Proficiency in Excel and MS Word.
DUTIES	:	Reconcile restitution payments and expenditure records. Compile project payments list and perform reconciliation. Facilitate payments instructions using correct information of claimants, allocation and matching fields. Maintain BAS and PERSAL payments. Coordination of Supply Chain Management services. Prepare quarterly reports for inputs to the Financial Statements (Commitments, Land Purchase Interests, Bank Accounts and Contingencies) for input to the interim and Annual Financial Statement. Manage audit queries. Coordinate Audit Findings. Facilitate the timeous response to audit findings and ensure that set due dates are adhered to. Coordinate information requested by Office of the Auditor-General, Internal Audit, SIU and Forensic Auditors. Consolidate registers and payment records. Manage the reconciliation of projects between the Commitment Register, Summary Vote sheets, XXX Reports, BAS and Project files as needed. Update Commitment Register and Land Purchase Register on a monthly basis. Update summary sheets, XXX Reports as needed. Compile General Journals in cases of the misallocations for corrections. Update the suspense account. Update Suspense Account Summaries. Compile suspense account reports on monthly basis.
ENQUIRIES	:	Ms Z Zwane Tel No: (012) 337 3777
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6 th Floor, Arcadia, 0002 or by email to Post232@dlrrd.gov.za

NOTE	:	EE targets: African, Coloured, Indian and White Males and Indian and White females as well as Persons with disabilities are encouraged to apply
POST 33/65	:	<u>INFORMATION SECURITY OFFICER REF NO: 3/1/1/1/2026/233</u> Directorate: Document Security Compliance and OHS
SALARY CENTRE REQUIREMENTS	:	R338 106 per annum (Level 07) Gauteng (Pretoria) Minimum requirements: Applicant must be in possession of a Grade 12 Certificate and a National Diploma in Management / Records Management / Security Management (NQF Level 6) or related equivalent qualification. Minimum of 1 year experience in relevant working environment. A valid driver's licence. Job related knowledge: Knowledge of information security, records management, and minimum information standards. Job related skills: Communication (verbal and written), Facilitation, Report writing, Interpersonal relations and analytical. Must be able to travel extensively.
DUTIES	:	Perform document/information management control. Implement Document and Information Security in terms of MISS. Monitor and inspect the movement of information within DLRRD. Implement standards for ensuring controlled access of information. Implement departmental security policies and standard operating procedures. Develop standard operating procedures in line with MISS. Ensure classification of sensitive information in line with MISS. Ensure that all officials complete declaration of secrecy forms. Perform security audits. Perform after-hours inspections. Report incidents pertaining to information security. Ensure that all officials complete declaration of secrecy forms. Facilitate Communication Security through SSA. Conduct ad hoc Registries Security inspection in line with MISS. Integrated Security Strategy of DLRRD in line with MISS and MPSS. Conduct Information Security Awareness. Conduct induction presentations to newly appointed officials. Conduct feedback sessions on Security Audit and Assessments. Conduct Integrated Security Awareness. Develop an awareness pamphlet and ensure communication. Develop and Communicate Information Security Plans.
ENQUIRIES APPLICATIONS	:	Ms K Rathokolo Tel No: (012) 312 8567 Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post233@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with Disabilities.
POST 33/66	:	<u>FINANCE CLERK (SUPERVISOR) REF NO: 3/1/1/1/2026/234</u> Directorate: Financial Accounting
SALARY CENTRE REQUIREMENTS	:	R338 106 per annum (Level 07) Gauteng (Pretoria) Certificate or relevant equivalent qualification. Minimum of 3 years' experience in financial environment. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operated computer and collate financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation. Computer operating. Language. Good communication (verbal and written). Basic numeracy skills. Flexibility, Interpersonal relations, Teamwork, ability to perform routine tasks, Ability to operate office equipment, Accuracy, Aptitude for figures, Willingness to work additional hours as and when required.
DUTIES	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journal and verify the compilation of journals. Render a budget support service. Verify information

		collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variance. Verify the capturing, allocations virements on budget. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES	:	Ms SH Sambo Tel No: (012) 312 8861
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post234@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and Indian Males and Coloured Females and Persons with disabilities.
POST 33/67	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/224 (X2 POSTS)</u> Directorate: Cadastral Information, Maintenance and Supply Services
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Northwest (Mmabatho)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 and Certificate National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
DUTIES	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
ENQUIRIES	:	Ms N Duiker Tel No: (018) 388 7108
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post224@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
POST 33/68	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/225 (X2 POSTS)</u> Directorate: Examination, State and Land Reform Surveys Services
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Limpopo (Polokwane)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancellation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post225@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 33/69</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/226 (X3 POSTS)</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancellation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral

records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Ms Z Hadebe Tel No: (013) 754 8022
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post226@dlrrd.gov.za

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

POST 33/70 : **SECRETARY REF NO: 3/1/1/2026/221**
 Directorate: Forensic Investigations

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

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

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post221@dlrrd.gov.za

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

<u>POST 33/71</u>	:	<u>SECRETARY REF NO: 3/1/1/1/2026/222</u> Directorate: Strategic Institutional Partnerships
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Mr I Mokalapa Tel No: (012) 312 8257
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 Or by email to Post222@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **National Office:** (Midrand)/Constitutional Court: Braamfontein: 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

Mpumalanga Provincial Service Centre/Mbombela Middelburg /: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

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

Northern Cape: Provincial Service Centre/High Court: Kimberley: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatje Drive, Room B107, Kimberley, 8301

Gauteng / Pretoria / Johannesburg / Land Court / Randburg / Labour and Labour Appeals Court: 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, 2001

KwaZulu-Natal/Durban High Court: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or hand deliver applications to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

CLOSING DATE

: 28 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 33/72</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/131/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>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of two (02) years practical experience in Court Interpreting environment or Grade 12 with at least ten (10) years' practical experience in Court Interpreting environment. Proficiency in English, Afrikaans or isiXhosa. Proficiency in any other indigenous language i.e. Sotho, Tswana or Zulu, etc., a valid driver's license and knowledge of any foreign language will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, culture, subject area, how to translate and be able to keep time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, planning and organising, decision making, analytical thinking, English language, problem solving. Along with the following attributes: flexible, self driven and motivated, ability to work under pressure, accuracy and attention to detail.
<u>DUTIES</u>	:	Render interpreting services, interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family, protection from Harassment Act matters, Labour court matters, Maintenance Act matters, Child Justice Matters, Inquests and Equality court matters, interpret in pre-trial proceedings and consultations, liaise with Supervisor or other Department/Organisation for foreign language interpreters, interpret from source target language during court proceedings for pretrials, consultations, interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance in court, render interpreting for pro bono desk, render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with the language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, translate legal documents and exhibits, study and analyse the source

documents, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation of documents, check, edit and revise the translated documents, translate mechanically recorded audio material, develop terminology and provide support in the reconstruction of records, accumulate terminology and develop a database, populate the terms and respective meaning in the glossary register, gather all trial documents necessary to aid interpretation, coin words and perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES	:	Technical: Mr SD Hlongwane Tel No: (021) 469 4032 HR related enquiries: Ms N Chwethiso Tel No: (021) 480 2411
APPLICATIONS	:	Applications can be sent via email to 2026/131/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 33/73	:	<u>JUDGE'S SECRETARIES (X12 POSTS)</u>
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement
CENTRE	:	Gauteng Division of The High Court: Pretoria Ref No: 2026/132/OCJ (X5 Posts) Gauteng Division of The High Court: Johannesburg Ref No: 2026/133/OCJ (X7 Posts)
REQUIREMENTS	:	Applicants should be in possession of a Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA / BCOM Law degree. A minimum of two (2) years secretarial experience in the relevant field. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.
DUTIES	:	Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.
ENQUIRIES	:	Technical Related Enquiries, Pretoria: Mr PA Nkone Tel No: (012) 492 7606

		Technical Related Enquiries, Johannesburg: Ms S Kajee Tel No: (010) 494 8486
		HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email on the below email addresses: Pretoria: 2026/132/OCJ@judiciary.org.za Johannesburg: 2026/133/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 33/74	:	<u>REGISTRAR (MR3-MR5) REF NO: 2026/130/OCJ</u>
SALARY	:	R337 563 - R1 155 777 per annum (MR3-MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
CENTRE REQUIREMENTS	:	Gauteng Division of High Court, Johannesburg Applicants should be in possession of an LLB Degree qualification at NQF level eight (8). A minimum of two (2) years' experience in Legal environment obtained after qualification. MR3: LLB degree or equivalent qualification plus a minimum of 2 years post qualification experience in a legal profession (certificates of service must accompany the application). MR4: LLB degree or equivalent qualification plus a minimum of 8 years post-qualification experience in a legal profession (certificates of service must accompany the application). MR5: LLB degree or equivalent qualification plus a minimum of 14 years post-qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's License will be an added advantage. Knowledge and skills: Knowledge of registry duties, Case Flow Management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numerical, planning, organising, problem solving, decision-making, interpersonal, conflict management, time management and analytical skills. Along with the following personal attributes: honesty and integrity, resilience, attention to detail, flexibility, strong work ethics professionalism, time bound, meticulous, trustworthy and observance of confidentiality.
DUTIES	:	Process default judgments to enhance efficiency of the court in handling of quasi- judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the court rules. Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary. Finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries'-ordinate and report on the provision of support Registrars supporting offices, manage the allocation of performance information/data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, 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 and provide advice and guidance on asset allocation and control.
ENQUIRIES	:	Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/130/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 33/75	:	<u>SECURITY SUPERVISOR REF NO: 2026/134/OCJ</u>
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
REQUIREMENTS	:	Applicants should be in possession of Grade 12 certificate. A minimum of one (1) year experience in the relevant field. Grade B PSIRA certificate, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures Security Policy and Procedures, Access to Public Premises and Vehicle Act, OHS Act, 85 of 1993. Skilled in computer literacy (MS Office), communication (verbal & written), supervisory, problem-solving, decision making, interpersonal relations, listening, planning and organising skills. Along with the following attributes: team worker, reliability and accountability, trustworthy, flexible, attention to detail, ability to work under pressure and confidence.
DUTIES	:	Supervise the security functions performed by the security officer's/service providers, authorise the equipment, documents and stores into or out of the building or premises, inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.), check incidents / occurrence books/registers, monitor and provide support in case of emergencies, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, monitor access control to prevent unauthorised entry in buildings and other premises, provide security related services, identify risks and threats to the security of the department, provide information regarding incidents to investigating officers, conduct preliminary incident investigations and submit reports, report faulty equipment/systems, ensure systems are functioning optimally through scheduled services, monitor and respond to alarm system, administer all control room operations to safeguard the department's assets, supervise all control room activities, report all incidents and any identified non-compliance relating to security prescripts, review of footages upon request through proper procedure, update all registers for the incidents observed, provide support to administration and related functions, determine rosters, shift schedules and overtime, control leave and related personnel matters in line with HR procedures and prescripts, administer key control system, monitor performance of employees and determine training needs.
ENQUIRIES	:	Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/134/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 33/76	:	<u>SECURITY OFFICER REF NO: 2026/137/OCJ 2026/135/OCJ</u>
SALARY	:	R170 226 – R200 523.per annum (Level 03) The successful candidate will be required to sign a performance agreement.
CENTRE	:	Kwazulu-Natal Local Division of The High Court: Durban
REQUIREMENTS	:	An applicant should be in possession of a grade 10 or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, access control procedures, 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 on the

DUTIES

relevant emergency procedures and Batho Pele Principles. Skilled in interpersonal, client service, listening skills, problem solving, decision making, communication, computer and facilitating.

: Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/ premises, report all the identified security breaches and non-compliance to the supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building / premises unauthorised. Inspect vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES

: Technical: Ms K Marias Tel No: (031) 492 5502
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

: Applications can be sent via email to 2026/135/OCJ@judiciary.org.za

NOTE

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

GRADUATE INTERNSHIP PROGRAMME FOR 01 APRIL 2027 TO 31 MARCH 2029 (24 MONTHS)

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025/2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities.

CLOSING DATE

: 28 September 2026

NOTE

: Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted

candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 33/77 : **INTERNSHIP PROGRAMME: FINANCE REF NO: 2026/F01/OCJ (X1 INTERN)**

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/ Management Accounting at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590
 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
NOTE : Applications can be sent via email to 2026/F01/OCJ@judiciary.org.za

POST 33/78 : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 2026/AM02/OCJ (X1 INTERN)**

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/Cost and management Accounting/ Accounting. at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr M Molobi/ Mr P Mahumane Tel No: (010) 493 2646
 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
APPLICATIONS : Applications can be sent via email to 2026/AM02/OCJ@judiciary.org.za

POST 33/79 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/HRUD03/OCJ (X1 INTERN)**
 Human Resource Utilisation and Development

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma in Human Resource Management/Development/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr JM Kgosiemang Tel no: (010) 493 2538
 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS : Applications can be sent via email to 2026/HRUD03/OCJ@judiciary.org.za

POST 33/80 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/EHW04/OCJ (X1 INTERN)**
 Employee Health and Wellness

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma in Industrial Psychology / Social Science/Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms K Maloba Tel No: (010) 493 3529
 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS : Applications can be sent via email to 2026/EHW04/OCJ@judiciary.org.za

POST 33/81 : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2026/RM05/OCJ (X1 INTERN)**
 Risk Management

STIPEND : R8 174.75 per month
CENTRE : National Office

<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Risk Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/RM05/OCJ@judiciaryorg.za
<u>POST 33/82</u>	:	<u>INTERNSHIP PROGRAMME: RISK MANAGEMENT: REF NO: 2026/RM06/OCJ (X1 INTERN)</u> Risk Management
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/RM06/OCJ@judiciaryorg.za
<u>POST 33/83</u>	:	<u>INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD07/OCJ (X1 INTERN)</u> Midrand, Strategy and Planning
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Developmental Studies / Social Science at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/SSD07/OCJ@judiciaryorg.za
<u>POST 33/84</u>	:	<u>INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD08/OCJ (X1 INTERN)</u> Strategy And Planning
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Office Management / Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/SSD08/OCJ@judiciaryorg.za
<u>POST 33/85</u>	:	<u>INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2026/ISS09/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>NOTE</u>	:	Applications can be sent via email to 2026/ISS09/OCJ@judiciaryorg.za
<u>POST 33/86</u>	:	<u>INTERNSHIP PROGRAMME: COURT ADMINISTRATION REF NO: 2026/CA10/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management at NQF level 6 with 360 credits as

		recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms N Mzaidume Tel No: (010) 493 2568
APPLICATIONS	:	HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
		Applications can be sent via email to 2026/CA10/OCJ@judiciary.org.za
POST 33/87	:	<u>INTERSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC11/OCJ (X1 INTERN)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Western Cape Provincial Service Centre: Cape Town
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
		HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/WCPSC11/OCJ@judiciary.org.za
POST 33/88	:	<u>INTERSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC12/OCJ (X1 INTERN)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Western Cape Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
		HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/WCPSC12/OCJ@judiciary.org.za
POST 33/89	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC13/OCJ (X1 INTERN)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and a National Diploma in Public Administration/Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583
		HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC13/OCJ@judiciary.org.za
POST 33/90	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC14/OCJ (X1 INTERN)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583
		HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC14/OCJ@judiciary.org.za
POST 33/91	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC15/OCJ (X2 INTERNS)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583
		HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC15/OCJ@judiciary.org.za

<u>POST 33/92</u>	:	<u>INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria Ref No: 2026/CAS16/OCJ (X1 Intern) Gauteng Division of The High Court: Johannesburg Ref No: 2026/CAS17/OCJ (X1 Intern) Labour And Labour Appeals Court: Johannesburg Ref No: 2026/CAS18/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to the following email addresses: Pretoria: 2026/CAS16/OCJ@judiciary.org.za Johannesburg: 2026/CAS17/OCJ@judiciary.org.za Labour and Labour Appeals Court: 2026/CAS18/OCJ@judiciary.org.za
<u>POST 33/93</u>	:	<u>INTERNSHIP PROGRAMME GAUTENG PROVINCIAL SERVICE CENTRE REF NO: 2026/GPSC19/OCJ (X1 NTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Gauteng Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma at NQF Level 6 in Public Administration/Office Management/Business Administration or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>NOTE</u>	:	Applications can be sent via email to 2026/GPSC19/OCJ@judiciary.org.za
<u>POST 33/94</u>	:	<u>INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS20/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Division of The High Court: Free State
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms D Peters Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/FS20/OCJ@judiciary.org.za
<u>POST 33/95</u>	:	<u>INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS21/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Division of The High Court: Free State
<u>REQUIREMENTS</u>	:	Grade 12 certificate a three-year National Diploma in Human Resource Management/ Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms D Peters, Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang, Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/FS21/OCJ@judiciary.org.za
<u>POST 33/96</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSC22/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538

<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSC22/OCJ@judiciary.org.za
<u>POST 33/97</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSCM23/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma Human Resource/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSCM23/OCJ@judiciary.org.za
<u>POST 33/98</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSCM24/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Middelburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSCM24/OCJ@judiciary.org.za
<u>POST 33/99</u>	:	<u>INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO: 2026/NCPSC25/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Northern Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma Human Resource Management/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/NCPSC25/OCJ@judiciary.org.za
<u>POST 33/100</u>	:	<u>INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO: 2026/NCDHC26/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Northern Cape Division of The High Court
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/NCDHC26/OCJ@judiciary.org.za

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS	:	Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord: Email to: LekalakalaJM@saps.gov.za
CLOSING DATE	:	28 September 2026 at 16:00
NOTE	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp , which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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. Applicants who previously applied for this post are encouraged to re-apply.

OTHER POST

<u>POST 33/101</u>	:	<u>MIC SUPPORT: ADMINISTRATION CLERK SUPERVISOR REF NO: RE-ORS 04/2026 (X1 POST)</u> Division Operational Response Service Re-advertisement
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Specialised Operations: National Intervention Unit Operations: Maupa Naga, Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognised by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognised by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, professionally, accountable, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render an effective and efficient management information service to the Section Head Prepare presentation for internal utilisation on request of the Section Head. Maintain of database a database containing specific information as requested by the Section Head. Render basic administration duties for the Section: NIU Operations and Support. Manage Iris system relevant to NIU Units. Conduct Monitoring and Evaluations at various Units within the Section. Attend to Auditor General (AG) related matters regarding the national performance indicators.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 87/3802/3761/3798

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (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: Recruitment5726@tourism.gov.za
<u>CLOSING DATE</u>	:	29 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 POST

<u>POST 33/102</u>	:	<u>ASSISTANT DIRECTOR: GENDER FOCAL POINT AND DIVERSITY MANAGEMENT REF NO: DT 57/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF 6 qualification in Public Administration / Business Administration / Human Resource Management / Human Resource Development / Social Science or related field. A minimum of Three to Four (3-4) years of relevant experience transformation programmes environment of which 2 years should be at a senior practitioner level or equivalent. Ability to work individually and in a team; Knowledge of Public Service prescripts.

Employment Equity Act, 1998 (Act No. 55 of 1998) as amended. Children's Act, 2005 (Act No. 38 of 2005). Older Persons Act, 2006 (Act No. 13 of 2006). Public Financial Management Act, 1999 (Act No. 1 of 1999). Job Access Strategic Framework (JASF), 2006. Gender Equity Strategy Framework (GESF), 2006. Framework for Women's Empowerment and Gender Equality in the Public service (8-Principle Action Plan), 2007. Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace, 2022. National Strategic Plan on Gender-based Violence and Femicide (2020-2030). White Paper on the Rights of Persons with Disabilities (WPRPD), 2016. White Paper on Transformation of the Public Service (WTPPS), 1995. Gender Responsive, Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) Framework, 2019. Project planning skills. Good interpersonal skills. Good communication skills. Computer literacy skills. People Management skills. Analytical skills. Business writing 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 Gender and Diversity policy implementation in the Department; Developing and compiling mandatory Gender Equality and Women's Empowerment plans and reports in alignment with relevant frameworks; Developing and compiling mandatory diversity management plans and reports in alignment with relevant frameworks; Attending National Machinery meetings and related to coordinating forums as required; Developing presentations for the machinery and related coordinating forums; Ensuring the provision of all logistical and secretariat services to the Departmental Gender and Diversity Forums and related meetings; Ensuring that the Discussion and Action Register for the forum and related meetings are updated; Coordinating Gender Equality and Women's Empowerment advocacy and mainstreaming programmes; Planning and coordinating gender-focused information sessions to address key workplace issues affecting women and men, including harassment; Coordinating awareness sessions to support the effective implementation of the Gender Policy; Coordinating gender mainstreaming capacity-building initiatives; Coordinating outreach initiatives to support gender equality; Monitoring and supporting the successful implementation of planned activities of the Women's and Men's Fora; Coordinating Diversity and Inclusion advocacy and mainstreaming programmes; Planning and coordinating sensitisation sessions to address key workplace issues affecting persons with disabilities; Coordinating awareness sessions to support the effective implementation of the Disability Management Policy; Coordinating and supporting disability management capacity- building initiatives, including training in South Africa Sign Language (SASL); Coordinating and supporting outreach initiatives to promote diversity and inclusion; Coordinating and monitoring the onboarding process of new employees with disabilities; Providing technical assistance and guidance on reasonable accommodation and assistive devices in line with relevant policy directives and standard operating procedures; Ensuring that the register of reasonable accommodation measures and assistive devices, including their maintenance plans and records is updated regularly; Coordinating Special Projects on Gender and Diversity Inclusion in line with the National Calendar; Developing concept documents for special projects in alignment with national calendar days and months; Coordinating and supporting the implementation of approved concept documents; Monitoring and evaluating special projects and compile close-up reports. Attending National Coordinating Meetings as required.

ENQUIRIES NOTE

: Ms N De Groote Tel No: (012) 444 6602
: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: recruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 09 October 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. 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 that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 33/103** : **DEPUTY DIRECTOR-GENERAL: STATE-OWNED COMPANIES (SOC), GOVERNANCE ASSURANCE AND PERFORMANCE (GAP) REF NO: DOT/HRM/2026/32**
Branch: SOC – Governance Assurance and Performance
- SALARY** : R1 885 710 – R2 124 237 per annum (Level 15) of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF level 8 as recognised by SAQA in Transport Economics / Finance / Accounting / Auditing / Law / Risk Management / Economics / Business Management / Administration / Public Management with at least 8 years' experience at a senior management level in an oversight of State-Owned Companies or Public Entities. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills:

Knowledge of legislative and policy prescripts relevant to the Department and its SOEs. Sound Knowledge of corporate governance as it applies to the public and private sector, as well as Company law. Knowledge and understanding of Enterprise Risk Management Concepts, Framework and methodologies. Knowledge in Company Law, King IV and Ethics. Knowledge of the Public services Anti-Corruption Strategy and measures. Knowledge and understanding of monitoring the performance of public entities. Knowledge of National Treasury Risk Management Framework. Knowledge of the financial and non-financial report writing. Knowledge of the Public Finance Management Act (PFMA). Knowledge of shareholder compact development, monitoring and evaluation. Knowledge of board governance, board charters, board committees and board performance processes.

DUTIES

: Direct the development and facilitate the implementation of government's overarching SOC Policy Framework for the Transport complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOCs in the Transport Complex. Collaborate with SOCs, industry and research institutions in developing bridging strategies to enhance the operations of the SOCs in the complex. Lead consultation processes for the adoption of bridging strategies and policy instruments. Lead initiatives to facilitate alignment of the policy at a technical level and regulatory regime falling outside the mandate of the department. Direct and manage processes to facilitate the alignment of Shareholder Compacts for SOCs in the Transport complex. Coordinate input processes by various specialist teams in the Transport sector to identify the compact alignment requirements for SOCs in the complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with the executive management of SOCs in the Complex to resolve alignment issues. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board. Monitor, evaluate and report on the impact made by the aligned compacts. Oversee the review and alignment of shareholder compacts, corporate plans, strategic plans and annual performance plans of transport SOCs. Ensure that shareholder compact targets are measurable, realistic, legally compliant and aligned with government priorities. Monitor the implementation of shareholder compact commitments and recommend corrective measures where performance gaps arise. Provide technical advice to the Minister and Director-General on shareholder compact negotiations and approvals. Direct and manage the initiation of research projects to enhance the business operations and performance of SOCs in the Transport complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business enhancement prospects within the Transport complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Transport complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation process to adopt the identified enhancement models by members of the complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on the implementation of enhancement models for approval. Lead at a technical level process to secure funding instruments for the implementation of adopted enhancement models. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. Engage with policy and regulatory institutions at a technical level to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to SOC governance assurance projects. Ensure the establishment and maintenance of Project Governance Instruments. Account for the utilisation of resources allocated to financial governance assurance projects. Lead the effective utilisation of resources to support the delivery of governance assurance priorities across transport SOCs. Provide strategic oversight on board governance, board charters, governance frameworks and shareholder expectations. Monitor the implementation of King IV governance principles across the transport SOCs. Advice on governance failures, board effectiveness concerns, conflict of interest and ethical risks. Lead the facilitation of board appointments, board performance processes and governance improvement initiatives. Manage the Financial and Non-Financial Performance Oversight. Provide strategical oversight of financial statements,

		budgets, cash flow and funding requirements of SOCs. Manage financial sustainability, governance risks, service delivery performance of SOCs and on-going risk concerns. Monitor non-financial performance against APP targets. Oversee the turnaround plans, business enhancement models and reform proposals. Provide strategic evidence-based recommendations to the Executive Authority. Oversee the monitoring of audit outcomes, audit action plans and AGSA findings relating to transport SOCs. Manage the assessment of audit outcomes, audit action plans and remedial actions. Provide strategic direction of the monitoring and evaluation of quarterly and annual performance reports submitted by Transport public entities. Manage the analysis of financial and non-financial performance trends and identify key governance, operational and delivery risks. Coordinate performance review engagements with SOC Boards and executive management. Manage the resource of the Branch; Provide guidance and adequate support for and development of the staff; Authorise expenditure; Manage audit queries; Monitor quality control of work.
ENQUIRIES	:	Adv Adam Masombuka Tel No: (012) 309 3888
POST 33/104	:	<u>DEPUTY DIRECTOR-GENERAL: ROAD TRANSPORT REF NO: DOT/HRM/2026/33</u> Branch: Road Transport
SALARY	:	R1 885 710 - R2 124 237 per annum (Level 15) of which 30% may be structured according to the individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at (NQF 8) as recognised by SAQA in Civil Engineering / Construction Studies with at least 8 years' relevant experience at a senior management level in the road infrastructure management and development field. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Research and Policy experience. Procurement experience & Project Management. Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills.
DUTIES	:	Manage the coordination of the planning, development and implementation of a sustainable reliable integrated road infrastructure network. Manage the coordination of road infrastructure planning. Manage the development and implementation of rural roads development strategy and programme. Manage the development, implementation and promotion of the use of low-cost Non-Motorised Transport. Manage the road grants funding. Manage the development and implementation of road engineering standards. Manage the research, coordination of the development and updating of technical norms, standards & guidelines and the best practice. Manage and ensure survey quality control on road works. Manage the coordination of the development of an asset management system for road infrastructure in compliance with the GIAMA and related asset management requirements. Manage the regulation of road traffic environment. Manage the development of all road traffic acts and regulations (National Road Traffic Act, Administration Adjudication of Road Traffic Offences Act & Road Traffic Management Act). Ensure the application of enforcement regulations. Ensure the coordination of road safety projects and related activities. Manage the development of effective road transport policies and strategies. Manage the driving license card account and provide technical support to all Road Transport Entities. Ensure the development and implementation of effective policy on the management of funds. Manage the Driving License Card Trading Account income and expenditure. Ensures that all Road Transport Entities (SANRAL, RAF, RTMC RTIA and C-BRTA) receive technical assistance from the Branch. Manage the resources of the Branch. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans.

		Authorise expenditure. Manage audit queries. Recommend and / or monitor budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Set budget levels. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the branch.
ENQUIRIES	:	Adv Adam Masombuka Tel No: (012) 309 3888
POST 33/105	:	<u>CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: HRM/2026/34</u> Branch: Road Transport
SALARY	:	R1 554 696 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF level 7 as recognised by SAQA in Operations Management / Production Management / Industrial Engineering / Business Management with 5 years relevant working experience at a senior management level in a manufacturing or high-volume production environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: Extensive knowledge of production/manufacturing processes. Knowledge of PFMA, Treasury Regulations, and Supply Chain Framework. Deep understanding of smartcard technologies and personalisation process. Knowledge in managing high-security printing and distribution process. Knowledge of ICT systems integration with production environments. Leadership in organisational transformation, digitisation, or automation. Ability to manage vendors, SLA's and public-private partnerships. Proven Ethics, integrity and security-conscious leadership. Knowledge of the Public Service Regulatory Framework. Knowledge of business development practices specifically regarding the printing industry. Knowledge of the compilation of management reports.
DUTIES	:	Provide leadership and oversight in the production of driving licence cards. Provide strategic leadership for integrated production services to ensure alignment with organisational objectives, service delivery requirements, and customer expectations. Drive a high-performance culture focused on operational excellence, professionalism, continuous improvement, and people development. Lead and empower production teams to optimise planning, prioritisation, and responsiveness to changing production demands and deadlines. Manage stakeholder alignment through effective engagement, communication, and reporting on production performance, risks, and delivery outcomes. Manage asset and operational efficiency, including plant reliability, maintenance strategies, and cost optimisation initiatives such as waste reduction and process improvement. Provide strategic oversight of security and compliance, ensuring continuous enhancement of security standards in line with organisational and national risk requirements. Liaise with the departmental Chief Financial Officer (CFO), National Treasury, and Auditor-General for compliance, reporting, and audit resolution. Ensure end-to-end production integrity, including secure, compliant manufacturing of sensitive products and full control over production logistics, traceability, and risk mitigation. Ensure the effective management and control of driving licence cards, including proper safekeeping, recordkeeping, and secure dispatch to maintain product integrity and accountability. Manage the DLCA funding and expenditure. Develop and manage the annual budget for the DLCA in line with government financial management frameworks. Align budget allocations to operational needs, strategic goals, and production forecasts. Ensure the budget supports cost recovery and sustainability of the Trading Entity. Ensure compliance with PFMA and Treasury Regulations. Establish and maintain internal controls to prevent misuse, wasteful and irregular expenditure, or fraud. Prepare accurate financial reports for internal decision-making and external audit purposes. Lead preparation for internal and external audits and implement audit recommendations. Manage the consolidation of accounts from registering authorities. Manage the reconciliation of bank statements between the bank and the entity. Establish control measures to manage the debtors of the trading entity. Manage the procurement and contract management. Manage procurement of goods and services in line with Supply Chain Management (SCM) policies. Oversee contracts related to the acquisition of secure materials, card stock, and technology services. Ensure supplier payments are accurate and timely. Manage the provision of risk management services and compliance to the DLCA. Manage the

development and implementation of the DLCA's risk management framework. Facilitate risk identification, assessment and development of risk mitigation strategies. Monitor and report on the implementation of risk mitigation strategies. Maintain regular updating of risk profile for the department and reporting to the Accounting Officer, management and Risk Management Committee. Manage the resources of the DLCA. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES

: Adv Adam Masombuka Tel No: (012) 309 3888

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>
 : 29 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 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.

OTHER POSTS

POST 33/106	:	<u>DEPUTY DIRECTOR: IFMS OPERATIONS REF NO: S105/2026</u> Division: Office of The Accountant-General (OAG) Purpose: To manage the Chief Directorate's budget, assets, financial administration and reporting functions, and to manage the sub-directorate by developing, reviewing and implementing financial accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies
<u>SALARY</u>	:	R1 101 468 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) in Accounting or Financial Management. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained financial systems. Strong knowledge of transversal financial systems (such as BAS, LOGIS or PERSAL), analytical skills, and leadership capabilities. Knowledge of Public sector MTEF Process. Knowledge of Budgeting preparation and analysis. Knowledge of Microsoft Office especially for Excel.
<u>DUTIES</u>	:	Policy Development: Budget Management, Monitoring and Control: Prepare and monitor operational and capital budgets, with chief directorate management. Compile, coordinate and support the management of the original and adjustment budgets, and provide MTEF input and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Assist in maintaining projected estimates, schedules, and baselines. Liaise with service providers, internal stakeholders and relevant government departments on budget, financial administration and related operational matters. Review monthly reports and investigate fluctuations. Coordinate and consolidate inputs for monthly, quarterly and annual budget performance reports. Provide budget advisory support to management and ensure alignment between operational plans, procurement plans and available funds. Expenditure Control and Payments: Manage expenditure control, maintain financial records and supporting schedules, and prepare monthly cash flow and reconciliation reports. Review, verify, amend and consolidate expenditure-related payment submissions, including consultant rate cards, service provider invoices, software license fees, other payment requests and supporting documents. Manage cash flow and provide early warning reports on variances from planned expenditure. Maintain expenditure schedules and payment tracking records. Monitor cash flow and spending against approved allocations. Prepare monthly reconciliation, cash flow and expenditure reports. Process journals and address expenditure variances. Ensure compliance with financial prescripts and procedures. Provide advice and guidance on expenditure control and payment procedures. Asset Management and Administration: Quarterly updating of Asset Management Register of the Unit and recommend goods for disposal. Ensure compliance to the PFMA and Treasury Regulations. Reconcile asset register with Finance and/or National Treasury assets department. Coordinate the verification, movement and safeguarding of assets assigned to the unit. Monitor asset losses, transfers and disposals and ensure supporting documentation is complete and submitted timeously. Financial Management and Reporting: Manage and coordinate financial administration activities in support of the Chief Directorate's operational and strategic priorities. Analyse expenditure, commitments and available funds to support accurate financial planning and decision-making. Coordinate the preparation and submission of monthly, quarterly and annual financial reports for management consideration. Review reconciliations, supporting schedules and financial records to ensure completeness, accuracy and audit readiness. Monitor compliance with the PFMA, Treasury Regulations, departmental policies and applicable financial prescripts. Identify financial risks, control weaknesses and reporting discrepancies and recommend corrective measures. Provide financial advice, guidance and support to managers, internal stakeholders and relevant governance structures. Resource Administration and Facility Management: General office administration management which includes fleet management, messenger services, office assistance, refreshments co-ordination, stationery requests and other procurement requests (VAS 2's). Management of performance and development. Undertake general people management of

		subordinates which includes management of performance agreements, reviews, evaluations and other administrative functions of the sub-directorate. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Plan and allocate work, manage leave and attendance, and ensure effective utilisation of human, financial and physical resources.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
POST 33/107	:	<u>ECONOMIST: MONETARY POLICY AND FINANCIAL MARKETS REF NO: S104/2026</u> Division: Economic Policy and International Cooperation (EPIC) Purpose: To conduct research and policy analysis on monetary policy, financial markets and the external accounts to support evidence-based macroeconomic policy advice for the division and produce reports on economic data releases, support stakeholder engagements efforts and provide inputs to Chapter 2 of the Budget Review and MTBPS.
SALARY	:	R605 742 per annum, (excluding benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics Business Science or Data Science. Bachelors degree (equivalent to NQF level 7) will be an added advantage. A minimum 3 years' experience is required in policy analysis/ academics or within an economic consulting environment. Knowledge and experience of principles of research methodology. Knowledge and experience in analysis of economic trends. Knowledge and experience of the South African economic trends and sources of data and information.
DUTIES	:	Economic research, policy analysis, and assessments of policy proposals: Assist in the research and analysis of monetary policy, financial markets and the external account. Provide inputs into memorandums to the Minister and DG on economic developments in the economy. Produce independent research papers on relevant economic issues. Produce commentary on economic data releases. Provide inputs to reports on developments in the SA economy disseminated to internal stakeholders. Provide data in user-friendly format to internal stakeholders upon request. Support and build strong stakeholder relations: Provide inputs into speeches, presentations and memorandums. Engage and participate in seminars on economic policy issues. Engage stakeholders on policy and related issues. Chapter 2 of Budget and MTBPS inputs and assumptions: Provide inputs into Chapter 2 of Budget Review and MTBPS. Assist with number checking and proof reading of Budget Chapters. Provide inputs into the quarterly assumptions' meetings.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
CLOSING DATE	:	28 September 2026
NOTE	:	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.

OTHER POSTS

POST 33/108	:	<u>SCIENTIST PRODUCTION GRADE A - C REF NO: 280926/01</u> Branch: Infrastructure Management: Head Office Sd: Flood Analysis and Flood Management Protocols
SALARY	:	R791 157 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	A Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post-qualification Natural Science experience, preferably in flood frequency analysis (deterministic, empirical and statistical), hydraulic modelling, water resource simulation and yield modelling. The disclosure of a valid unexpired driver's license. Understanding of hydrological processes. Knowledge of the application of models such as HEC-RAS, the Water Resource Simulation Model 2000 (WRSM 2000), Water Resource Yield Model (WRYM), the CLASSR/PATCHR and/or similar models. Experience in programme and project management. Scientific methodologies and models. Understanding of research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Professional judgement. Data analysis, policy development and analysis. Presentation and monitoring skills. Decision-making, team leadership and analytical skills. Creativity, financial management, customer focus and responsiveness. Good communication

		skills both verbal and written. Networking and computer literacy (including MS Word, MS Excel, MS PowerPoint, ArcGIS). People management, planning and organising. Conflict and change management. Problem-solving and analysis. Willingness to travel throughout South Africa for the execution of duties whilst working irregular hours.
<u>DUTIES</u>	:	The successful candidate will be part of a team of hydrologists, primarily engaged in flood frequency assessments for dam safety purposes. Such work will include (but not limited to): assisting colleagues with coordination of assigned work; assisting with flood data collection such as during and after extreme flood events and converting the flood data into hydrological information; extension and improvement of ratings and filling of gaps in data, etc. to improve the quality of hydrological information; execute acquisition and verification of relevant data and information for use in hydrological and flood frequency (deterministic, empirical and statistical) analyses and assessments at relevant flood sites; presenting findings of assessments at evaluation meetings and writing technical reports; assist with the undertaking of the water resource and yield studies and hydraulic assessments.
<u>ENQUIRIES</u>	:	Mr E Oakes Tel No: (012) 336 8525
<u>POST 33/109</u>	:	<u>SCIENTIST PRODUCTION GRADE A - C REF NO: 280926/02</u> Branch: Water Resources Management Dir: National Hydrological Services Sub Dir: Geohydrological Information Services
<u>SALARY</u>	:	R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hon) or related qualification in the field of Hydrogeology/ Geohydrology or related field. Compulsory registration with SACNASP as a professional Natural Scientist. Three (3) years post qualification Natural Scientific experience. The disclosure of a valid unexpired driver's license. Experience and knowledge of groundwater resource monitoring, assessment (including geophysical survey) and turning groundwater data into information. Basic knowledge of groundwater related analysis tools such as GIS and related models such as MODFLOW. Ability to conduct research, interpret data and communicate findings verbally or in writing.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures for Geohydrological monitoring and assessment. To perform scientific analysis and regulatory functions on the process of geohydrological monitoring and assessment. Review and design optimal national groundwater level and quality monitoring programmes and networks. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Gather and interpret data, evaluate results, model and disseminate geohydrological information to various stakeholders. Communicate geohydrological information to various internal and external stakeholders as part of annual Groundwater status report. Manage the performance and development of staff. Contribute to global water agenda and related international projects.
<u>ENQUIRIES</u>	:	Mr Fhedzisani Ramusiya Tel No: (012) 336 7309
<u>POST 33/110</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 280926/03</u> Branch: Water And Sanitation Services Management: NC Cd: Provincial Operations: Northern Cape Sd: Water Service Planning Support
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis,

<u>DUTIES</u>	:	decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising. Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. 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 authorise/make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. 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. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. 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.
<u>ENQUIRIES</u>	:	Mr. K Kgarane Tel No: (053) 830 8800
<u>POST 33/111</u>	:	<u>OFFICE MANAGER REF NO: 280926/04</u> Branch: Provincial And Entity Governance and International Cooperation (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Pretoria Head Office A relevant NQF level 6 qualification in Public Administration, Management Governance and Human Resource Management. Five (5) years' experience in rendering administrative support service to Senior Manager. Advanced proficiency in Microsoft Office package. Good office management skills and support service administrative procedures. Sound organizational Planning and organising skills. Excellent communication skills (verbal and written). Good accountability and ethical conduct. The disclosure of a valid unexpired driver's license. Knowledge and understanding of public service policies and administrative procedures. Knowledge of Basic financial management and PFMA. Knowledge of dispute resolution process. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Deputy Director General. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Manage and coordinate the flow of information within the office Deputy Director General. Render executive administrative support services to the Deputy Director General. Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with public prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office of the Deputy Director General. Draft correspondence and report to relevant stakeholders. Ensure effective and efficient records management system for all submissions and correspondences. Manage the E-filing and submission of the Branch. Coordinate and arrange / organise workshops, meetings and strategic planning session. Represent Manager at certain meetings and workshops. Manages queries of the office of the Deputy Director General. Management of financial and human resources in the Deputy Director General. Compilation of the budget in line with MTEF and PFMA and facilitate the process of budget projection with all the project managers. Monitor monthly and quarterly budget spending.
<u>ENQUIRIES</u>	:	Mr Vincent Molatana Tel No: (012) 336 8610
<u>POST 33/112</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 280926/06</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Northern

<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Hartbeespoort Cluster Office
<u>REQUIREMENTS</u>	:	A National Diploma at NQF level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. The disclosure of a valid unexpired driver's license. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills. Willingness to travel.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr S Murunzi, Tel No: (012) 200 9018
<u>POST 33/113</u>	:	<u>SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A - C REF NO: 280926/05</u> Branch: Water And Sanitation Services Management: NC Cd: Provincial Operations: Northern Cape Dir: Water Resources Management Support Sd: Geohydrological Services)
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.
<u>DUTIES</u>	:	Perform technical scientific and geohydrological 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 and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide

		Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Research and development. Continuous professional development to keep up with new technologies and procedures. Equipment reviews and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological related matters. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.
ENQUIRIES	:	Mr T Ngilande Tel No: (053) 830 8800
POST 33/114	:	<u>HUMAN RESOURCE PRACTITIONER: EMPLOYEE RELATIONS REF NO: 280926/07</u> Branch: Water And Sanitation Service Management: EC Cd: Provincial Operations: Eastern Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) King Williams's Town A relevant NQF level 6 qualification as recognised by SAQA in Human Resource Management, Labour Relations / Employee Relations or LLB. One (1) year experience in Labour Relations. The disclosure of a valid unexpired driver's license. Knowledge of administrative procedures in relation to Disciplinary process, Grievance Handling, Dispute Resolution Process, etc. Legislative Requirements: Knowledge of Public Service Act & Public Service Regulations, Labour Relations Act; etc. Knowledge of PERSAL System. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. Communication Skills. Accountability and Ethical Conduct. Attention to details. Willingness to travel.
DUTIES	:	To provide an administrative support for Employee Relation Unit. To facilitate the handling of Misconduct, grievances and Disputes lodged. Responsible for compiling monthly reports for Employee Relations Unit. To assist in procurement process for Employment Relations needs. Ensuring application and implementation of the outcome of Discipline; Arbitration Awards and Labour Court Judgements. Capturing cases on PERSAL. Maintains Employee Relations database. Assist in the implementation of approved resolutions by relevant structures. Compile statistics regarding labour issues, investigate cases and arrange appointments of Investigating Officers. Keep statistics of all Employee Relations cases lodged with the component.
ENQUIRIES	:	Mr P Qwayiza Tel No: (043) 604 5475
POST 33/115	:	<u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 280926/08</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Port Elizabeth (Gqeberha) A relevant NQF level 6 qualification (National Diploma) in Financial Management or any related qualification in the field, plus one (1) to (2) two years' experience in Revenue Management. The disclosure of a valid unexpired driver's license. Practical experience of the SAP system and the WARMS system. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA), National Water Act (NWA), Knowledge of and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice, Public Service Anti-Corruption Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of Departmental policies and procedures. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and Analysis. People and Diversity Management. Client

		Orientation and Customer Focus. Good communication. Accountability and Ethical Conduct. Be able to work independently, Willingness to travel extensively.
<u>DUTIES</u>	:	Provide effective financial administration and Revenue Management services within the Region on SAP, including customer billing, revenue collection, debtor reconciliations, payment allocations, suspense account management, monitoring of General Journal and Debtors' Ledger transactions, customer relationship management, ensuring that all functions are performed accurately, efficiently and within prescribed timeframes. Re-printing of customer statements and invoices. Attend monthly customer meetings with strategic customers as part of managing revenue management contracts. Assist with the tariff determination process in the Region. Be able to provide all Revenue Management reports that are required on ad hoc basis. Compile and submit revenue reports timeously. Supervision of personnel.
<u>ENQUIRIES</u>	:	Ms. B Siyo Tel No: (041) 508 9704
<u>POST 33/116</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 280926/09</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Northern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Groblersdal Area Office A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.
<u>DUTIES</u>	:	Rendering human resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<u>ENQUIRIES</u>	:	Ms L Tsebe Tel No: (013) 262 6812
<u>POST 33/117</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION REF NO: 280926/10</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Gqeberha / Port Elizabeth A Senior/Grade 12 Certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal) ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organisational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Provide HR Registry services
<u>ENQUIRIES</u>	:	Mr. CS Nzimande Tel No: (041) 508 9719
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela Bay District.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email address specified in the relevant advertisement. (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms Lerato Segodi Tel No: (012) 359 0073/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 28 September 2026 at 16:00
- NOTE** : All fields in the Z83 application form on <https://recruitment.dwydpd.gov.za/> must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will not be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. 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. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal

opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

ERRATUM: Kindly note that the following X3 Posts were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Researcher: Ref No DWYPD/012/2026; Senior Youth Development Officer, Ref No DWYPD/013/2026 and Information Technology Officer: Ref No DWYPD/011/2026, The closing date has been extended from 18 September 2026 to 28 September 2026. Interested applicants are encouraged to take note of the revised closing date and ensure that their applications are submitted on or before 28 September 2026.

OTHER POST

POST 33/118 : **DEPUTY DIRECTOR: GOVERNANCE AND REGULATIONS RIGHTS OF YOUTH REF NO: DWYPD/015/2026**

SALARY : R1 101 468 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : Matric Certificate and an NQF7 bachelor's degree as recognised by SAQA in Youth Development, Social Sciences, Development Studies or related field. A minimum of 3 years' first level/middle management experience in youth development/stakeholder or related field. Knowledge: Legislation, governance framework and prescripts applicable; Knowledge of the National Youth Policy, NYDA Act, Stakeholder Management, Project Management, Risk Management, Protocol and Etiquette, Political processes, functions and context, Understanding and appreciation of Youth Development, Research. Skills, Primary: Project Conceptualisation and Management, Stakeholder Management, Networking and Relationship Building, Programme and project management, Effective report writing skills, Presentation and written communication skills, Impact and Influence. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ethical behaviour; honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.

DUTIES : Provide technical and advisory support to principals to make informed decisions; Support management on Parliamentary matters; Compile Cabinet Memos when requested; Develop submissions and briefing notes for the political principals, Draft speaking notes for the principals; Draft Cabinet Memorandums; Manage and coordinate national youth engagements to advance youth development; Manage national youth engagements to advance youth development; Manage the implementation of quarterly National Youth Machinery meetings, Conceptualise and manage youth development outreach projects., Facilitate participation of stakeholders in national projects to advance youth development.; Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Coordinate international stakeholder engagements to advance youth development. Coordinate international stakeholder engagements on youth development, and facilitate participation of stakeholders in international youth development events. Provide support in coordination of international multilateral and bilateral engagements (UN, AU, SADC, BRICS, IBISA, Commonwealth, Non-Aligned Movements, and bilateral engagements).: Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Facilitate implementation, monitor, evaluate and report progress of international projects that advance youth development; Report progress on bilateral and multilateral international engagements that advance youth development to stakeholders; Draft cluster and cabinet memorandums on relevant international projects and facilitate their presentation., Provide support in NYDA performance oversight. Compile quarterly NYDA Monitoring reports; Plan and monitor implementation of NYDA site visits, coordinate responses to Parliamentary questions directed to the NYDA, and facilitate approval of the quarterly tranche payments of the NYDA. Facilitate appointment and induction of the NYDA Board. Facilitate

approval and monitor implementation of the Shareholder Compact, and quality control the plans and reports of the NYDA. Supervise and ensure the effective utilisation of human and material resources; Allocate work and resources to subordinates to ensure that priorities, targets and deadlines are achieved; supervise and manage staff, including performance management, development, discipline and workplace support. Sign and submit leave forms within the prescribed timeframes.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr OJ Fourie at 079 507 0127
- : Recruitment01@dwypd.gov.za
- : Preference will be given to African Female, Coloured, Female/Male, as well as persons with disabilities as these groups are underrepresented in this post.