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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2025

DATE ISSUED 19 SEPTEMBER 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	06 October 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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 posts's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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 reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 34/01</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape Ref No: HR 4/4/1/140 (X1 Post) Labour Centre: Gqeberha Ref No: HR 4/4/1/150 (X1 Post)

<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years' must be functional experience in Operations environment, and two (2) years must be supervisory experience. Plus, Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory Skills, Report Writing, People Management, Coaching Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Mr TM Ramatsetse Tel No: (043) 701 3000. Mr M Nqolowa Tel No: (041) 506 5000
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, or hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha 6000. Email: Jobs-EC6@labour.gov.za
<u>POST 34/02</u>	:	<u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/10/901</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	LLB Degree /Four (4) year legal qualification at NQF7 SAQA recognised. Admission as an Attorney/Advocate. A valid driver's licence. Two (2) years functional experience in legal environment. Knowledge: Public service transformation and management issues; Public Service Act; Ability to convert to policy into action; Treasury Regulations; Public Service Regulations and relevant prescripts; Departmental policies and procedures; Accounting systems and Internal Control; Corporate governance; Enforcement manual; Batho Pele Principles. Skills: Computer literacy; Verbal and written communication; Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management; Research; Litigation.
<u>DUTIES</u>	:	Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement Advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring programme for enforcement files. Oversee administration for statutory services in the province.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC@LABOUR.gov.za
<u>POST 34/03</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/8/140</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office Kimberley
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Human Resource Management. Valid 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 public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ZL Albanie Tel No: (053) 838 1502
	:	Chief Director: Provincial Operations, Private Bag X5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 34/04</u>	:	<u>PERSONAL ASSISTANT REF NO: HR4/25/09/16HO</u> Branch: Office of the DDG: Public Employment Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	An undergraduate qualification at NQF6 as recognized by SAQA in Office Management/ Information Management/ Public Administration/Business Administration. Four (4) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures, Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.
<u>DUTIES</u>	:	Provide administrative support to the Deputy Director-General. Manage the Deputy Director-General's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Deputy Director-General's Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Deputy Director-General's Projects and monitors the Branch Budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Kekana Tel No: (012) 309 4656
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ30@labour.gov.za
<u>POST 34/05</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: HR4/25/9/11HO</u> Directorate: Supply Chain and Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Undergraduate qualification at NQF6 as recognized by SAQA in Asset Management/ Supply Chain Management/Public Management/ Public Administration/ Finance/Taxation/Bcom Accounting/Bcom Supply Chain Management Two (2) years at a supervisory experience. Two (2) years functional experience in Asset Management. Knowledge: Asset Management Framework, Risk Management, Departmental policies and procedures, international standards for the professional practice of Internal Auditing, Public Service Regulations, Supply Chain Management prescripts. Project Management. Basic Accounting Systems (BAS). Logis. Skills: Leadership. Computer literacy. Presentation. Analytical. Communication (both verbal and written). Facilitation. Innovative.
<u>DUTIES</u>	:	Maintain Asset register and the issuing of stores. Provide technical guidelines to the asset's users. Implement and monitor asset reversals, disposals and donations. Supervise staff in the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Maholwana Tel No: (012) 309 4670
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ23@labour.gov.za
<u>POST 34/06</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/10/902</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: Western Cape
	:	BPROC/LLB/BCOM LAW at NQF7 and SAQA recognised. A valid driver's licence. One (1) year in 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, Skills Development Levi

		Act (SDLA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of no 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 provinces. Compile stats for the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC1@LABOUR.gov.za
<u>POST 34/07</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR4/4/10/120</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Butterworth Labour Centre
	:	An undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Getyeza Tel No: (047) 491 0656
	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 34/08</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Nqanqarhu Ref No: HR4/4/10/50 (X1 Post)
	:	Labour Centre: KwaMaqoma Ref No: HR4/4/10/51 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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.
<u>ENQUIRIES</u>	:	Ms N Mvanyashe Tel No: (045) 932 1424
		Mr T Mgodane Tel No: (046) 645 7700
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5480 or hand deliver at 1 Royal Road Nqanqarhu, 5780. Email: Jobs-ECMCR@labour.gov.za
		Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735 or hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
<u>POST 34/09</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY ACQUISITION AND LEASING</u>
		<u>REF NO: HR 4/4/09/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park, Gauteng
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Management/ Facilities Management/ Property Management/ Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	:	Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	:	Mr S Mthethwa 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 email: Jobs-GP25@labour.gov.za
<u>POST 34/10</u>	:	<u>PROFESSIONAL NURSE (MEDICAL ADJUDICATION) GRADE 1-3 REF NO: HR 4/4/6/02</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) in Occupational Health / Theatre Technique / Critical Care will be an advantage. Grade 1: 2-9 Years' experience gained after registration, Grade 2: 10-19 Years' experience gained after registration, Grade 3: 20 Years' – above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.

<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Mr 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 address: Job-MOD@labour.gov.za
<u>POST 34/11</u>	:	<u>BCEA INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Malelane Ref No: HR4/4/7/44 (X1 Post) Labour Centre: Durban Ref No: HR4/4/5/80 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation 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 plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms N Ndhlovu Tel No: (013) 791 6000/6008 (Malelane) Mr S Mchunu Tel No: (031) 3361501 (Durban)
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X517, Malelane 1320 or hand deliver at Old ABSA Building, Ground Floor, 19 Lorenzo Road, Malelane or Email: Jobs-INSP-MAL-@LABOUR.gov.za Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade 4056 or hand deliver at 16 Beach Grove, Durban or Email to: Jobs-KZN16@labour.gov.za
<u>POST 34/12</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Alberton Ref No: HR4/4/4/09/02 (X1 Post) Labour Centre: Garankuwa Ref No: HR4/4/4/09/03 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/LLB. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Insurance Contributions Act, Skills: Facilitation skills, Planning and Organizing (own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. 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 Nkutha Tel No: (010) 700 0290 Mr P Rangwashe Tel No: (012) 700 0290
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP11@labour.gov.za (Alberton) Jobs-GP13@labour.gov.za (Garankuwa)

<u>POST 34/13</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/7</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Mthatha
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, planning and organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms Zawula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, or hand deliver at Manpower Building CNR Elliot and Madeira Street, Umtata, 5100. Email: Jobs-ECMCR@labour.gov.za

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 10 October 2025

NOTE : Applications must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za or send to the correct email 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 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); limited to 2.5MB in size. Shortlisted candidates are 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 details of current earnings (latest salary advice) 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). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), 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.

MANAGEMENT ECHELON

POST 34/14 : **DIRECTOR: CENTRAL LAW ENFORCEMENT REF NO: HRMC 33/25/1**
Branch: Immigration Services
Chief Directorate: Inspectorate

SALARY : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Tshwane

REQUIREMENTS : An undergraduate qualification in Security Management / Policing / Public Management / Public Administration / International Relations at NQF level 7 as recognised by SAQA. 5 years' experience at middle / senior management level is required. Experience in a Law / analysis or interpretation of information environment is required. Experience in law enforcement (SAPS / Defence / Immigration). Experience in operational planning in joint operations. Knowledge of the Public Service Regulatory Framework, Immigration Act 13 of 2002 and DHA Enabling Legislation. Sound knowledge and understanding of Government Structures. Knowledge of the Medium-Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Knowledge of Departmental Legislation and Prescripts. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership, Strategy execution, Service delivery innovation, Stakeholder relations, Operational planning, People management and empowerment, financial management, Presentation skills, Investigations, Problem solving and analysis, Business Report Writing, Information and Networking, Negotiation Skills, Conflict Management Skills, Diplomacy,

DUTIES

Research methodology and Analysis, Policy development, Digital skills, Data analysis, Coaching and facilitating.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor province's functions and ensure the implementation of uniform and standardised policies, processes and procedures. Oversee effective inspections, checking of documents, arrests, detention and prosecution of illegal foreigners. Ensure effective reporting on statistics and trends on activities nationally (inspections, status of open cases, arrests, deportations). Analyse all data and records provided by provinces and provide recommendations to improve future service delivery. Liaise with Deportation unit, Correctional Services, SAPS and NIA to ensure co-ordination and partnership in the detection, processing, detention, arrest and legal management of foreigners convicted of criminal activities. Manage the effective planning and coordination of raids, roadblocks and investigations with regional offices and SAPS where required. Ensure that cases opened in provinces are transferred to Integrity management unit (typically cases spanning several provinces, involving syndicates, corrupt DHA officials etc.). Monitor effective interface between Inspectorate officers in zones and Integrity management unit. Identify and communicate new priorities and planned raids or initiatives to SAPS, Correctional Services, NIA and Regional Offices. Develop the Operational Plan for the directorate and ensure effective prioritization and resource planning. Coordinate, monitor and report on the delivery of the Operational Plan against agreed objectives and performance indicators. Report on the performance of the directorate against the Operational Plan to the Chief Director / Deputy Director-General. Develop technical expertise and skills within the directorate based on business needs and environmental changes. Ensure business transformation and partnerships with various stakeholders. Ensure business alignment to agreed business requirements. Liaise with internal and external stakeholders on law enforcement related matters. Benchmark with various institutions for best practice. Develop identified law enforcement policies and procedures in conjunction with the Policy and Strategy directorate. Contribute to the review of code of practice for the directorate. Contribute towards the development, and ensure implementation, of an appeal system with clear processes and procedures. Determine appropriate resources to achieve objectives. Monitor and evaluate the compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant policies and procedures. Develop and implement within the directorate governance processes, frameworks and procedures associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit findings within the directorate. Represent the directorate at management and other relevant forums. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES APPLICATIONS

: Mr W Mamphoke Tel No: (012) 406 4247
: Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text: ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv; or sent via email to imsrecruitment@dha.gov.za

POST 34/15

: **DIRECTOR: IS SECURITY REF NO: HRMC 33/25/2**
Branch: Information Services

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Head Office, Tshwane
: An undergraduate qualification in Information Technology / Computer Science or related field at NQF level 7 as recognized by SAQA. 5 years' experience in middle management / senior management in IS Security is required. Extensive experience in IS Security environment is required. Experience in establishing cybersecurity. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the state information Technology Agency Act (SITA) and 88 of 1998. Knowledge of e-Government policy framework consultation paper developed by GITO. Sound knowledge of minimum

information security standards (MISS). The position paper on information security ISO 1799 (Information security framework). National Strategic Intelligence Act and Draft Electronica Transaction Bill Knowledge of server hardening on multiple platforms. Knowledge of Information technology infrastructure (ITIL). Understanding of relevant Legislation and Prescripts. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Accountability. Business Continuity. Financial management. People management and empowerment. Planning and organizing. Decision making. Conflict management and resolution. Service delivery innovation, Stakeholder Relations (Internal and External). Program and project management. Problem-solving and analysis. Presentation skills. Business report writing. Influencing and networking and Communication skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of communication security systems by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures. Ensure prevention of threats imposed on the backbone communication networks and their core. Manage the prevention of insider attacks that may easily circumvent all the counter measures designed for outsider attacks. Lead and direct the protection of all-optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks that it heals damages by itself and protect itself from unforeseen. Provide advice on research conducted on new technologies to ensure audit readiness, technical design and expertise. Manage the coordination and monitoring of security authentication and access control. Provide expert to the advice DHA security management team on technical issues associated with security solutions deployment. Lead and direct the development and implementation of desktop/server security Strategy. Ensure that user computers are protected from viruses which can be transferred between programs or computer without, the knowledge of user. Lead and direct the coordination of employees support to secure user systems against attacks and data corruption. Oversee the installation of antivirus software in the employees computer in order to protect it from viruses. Ensure that information or files in the computer are protected by providing remote access to employees in the Department. Lead and direct the implementation of personal firewall software installed for DHA employees to provide the ability to control the services which are permitted access to, and from the computer. Lead and direct the design, implementation and monitoring of information System Security solutions and applications. Lead the research, design and advocate new technologies, architecture, and security products. Manage the analysis of business impact and exposure, based on emerging security service catalogue and service policies, procedures and standards. Manage the development and implementation of information systems Security services catalogue and service policies and procedures. Lead and direct the coordination of Cyber-security monitoring, analysis and incident response. Lead the coordination and conducting of Cybercrime investigation, prosecution and implementation of outcomes. Lead the development of information security technology strategy that relates to the overall departmental strategy. Lead and direct information security controls and requirements of a complex and technical environment. Ensure that technical and non-technical security controls are established and maintained and in compliance with a variety of security requirements. Manage the development and implementation of information security technology strategy and baseline. Develop and implement operational plan and ensure effective prioritization and resource planning. Provide strategic direction to the unit. Manage and monitor the delivery of the operational plan against the agreed objectives and time frames. Report on the performance of the directorate against the business plan and APP to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Develop and implement governance processes, framework and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements, quality and risk management framework, standards and procedures with the directorate. Represent the directorate at management and other government forums. Develop and implement the operational plan of Directorate. Ensure that targets of the Directorate are aligned to the operational

	project plan. Develop and submit proposals, plans and budgets in advance for all project initiatives that are required.
<u>ENQUIRIES</u>	: Mr J Modipa Tel No: (012) 406 4243
<u>APPLICATIONS</u>	: Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text:ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv ; or sent via email to isrecruitment@dha.gov.za
<u>POST 34/16</u>	: <u>DIRECTOR: LABOUR RELATIONS REF NO: HRMC 33/25/3</u> Branch: Human Resources Management and Development
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum (Level 13), an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	: Head Office, Tshwane
<u>REQUIREMENTS</u>	: An undergraduate qualification in Labour Relations / Industrial Relations / Labour Law / Law at NQF 7 as recognized by SAQA. 5 years' experience in middle / senior management is required. 5 years extensive experience in a Labour Relations environment is required. Experience in management of collective agreement. Ability to develop and implement effective strategies and solutions to complex employee relations issues. Proven ability to resolve disputes, mediate conflicts, and represent the department in negotiations. Extensive knowledge of the Labour Relations Act, Frameworks and processes for the Public Service. Knowledge of applicable Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of Statutory Dispute Resolution structures. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Constitution. Knowledge of Departmental legislation. Understanding of Human Resources legislative framework delete and prescripts. Knowledge of Investigation techniques and methodologies. Knowledge of the Promotion to Access to Information Act, PAIA. Knowledge of the Public Service Regulations. A valid driver's license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Business Continuity. Financial management. People management and empowerment. Planning and organizing. Decision Making. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation. Stakeholder relations (Internal and External). Program and project management. Problem-solving and analysis. Presentation Skills. Ability to meet deadlines. Excellent Business report writing skills Influencing and networking. Excellent Negotiation skills. Facilitation skills. Research skills. Interpersonal skills. Communication skills.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation of effective strategies and solutions to complex employee relations issues, policies, case management systems and tools. Manage the resolution of high-risk and sensitive employee relations issues, such as workplace investigations and conflict resolution. Provide expert advice to management on employee relations matters, including interpretation of policies, labour law and best practice. Manage the coordination of misconduct and disciplinary cases within applicable deadlines. Ensure that the Department is sufficiently represented at all disciplinary hearings. Provide advice to line managers in the administration of their labour contracts and discipline management. Manage labour disputes and provide support to legal services on litigation related cases. Lead and direct internal procedures and external interventions with third parties' dispute resolution matters, in order to reach a mutually agreeable solution through negotiations. Manage disciplinary hearings, and other disputes, often representing the Department in negotiations or hearings. Lead and direct the analysis and interpretation of information / trends to address and resolve non-routine business-related concerns. Provide advice and counsel to management in collective bargaining, contract interpretation and discipline matters. Research trends and practices in employee relations and recommend programs that will improve and maintain employer and employee relations in the Department. Represent the Department in all bargaining structures and Consultative Forums. Ensure that the Department is represented in mediation and labour arbitration hearings. Provide expert advice on grievances and

matters relating to collective bargaining and conflict resolution. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate and monitor the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the business plan to the CD. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on labour relations policies, union engagements and collective bargaining aspects and matters. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure business transformation and partnership with various stakeholders. Coach and guide staff on compliance with all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

ENQUIRIES
APPLICATIONS

- : Ms S Mkhaliphi Tel No: (012) 406 7109
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text:ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv; or sent via email to hrrecruitment@dha.gov.za

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

CLOSING DATE
NOTE

: 10 October 2025 at 16:00 (walk-in) and 20:00 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. 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 the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Posts of Independent Correctional Centre Visitors (ICCV) also requires a recommendation/nomination as an ICCV by a community organization (not older than six (6) months) and must be attached to your application. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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 posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. JICS is committed to the achievement and maintenance of diversity and

equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

OTHER POSTS

<u>POST 34/17</u>	:	<u>LAW CLERK REF NO: JI 152/2025</u> Office of the Inspecting Judge 36-month contract
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, an LLB degree or final year of study. Should have an interest in criminal law, criminology, penology and human rights. Academic excellence and research are required. Applicants should include a letter of motivation; curriculum vitae; an example of written work between 6 – 12 pages in length which demonstrates critical legal analysis and is written solely by the applicant; letters of recommendation from 2 referees, together with their names and contact details (including emails). Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organisational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.
<u>DUTIES</u>	:	The successful candidate will be responsible to do research for the Inspecting Judge; report writing, drafting and editing of correspondence and other official documents; accompanying the Inspecting Judge on inspections and other official duties; and performing ad hoc tasks allocated by the Inspecting Judge.
<u>ENQUIRIES</u>	:	Mr M Sello Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/exu3kmGcHSqwtSwp7 or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 34/18</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER –VCCO REF NO: JI 153/2025</u> Directorate: Management Regions
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Management Region – Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3-year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office), (Excel), (PowerPoint); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide management, supervision and control of Independent Correctional Centre Visitors. Complaints Management, general, Urgent and Mandatory. Coordination of Visitors Committee/Stakeholder engagement meetings. Conduct performance evaluations, administration tasks, reporting and arrange inductions for Independent Correctional Centre Visitors.
<u>ENQUIRIES</u>	:	Mr S Sani Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/Ee81KzXwRSxM1N16A or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

POST 34/19

INDEPENDENT CORRECTIONAL CENTRE VISITOR

(36-month contract appointment)
(Posts to be filled from 1 March/1 April 2026)

**SALARY
CENTRE**

R85 620 per annum (Level 5 - 3/8th), plus 37% in lieu of benefits

Northern Management Region Correctional Centres:

Atteridgeville Ref No: 154/2025
Bethal Ref No: 155/2025
Kgosi Mampuru C-Max Ref No: 156/2025
Kgosi Mampuru Maximum Ref No: 157/2025
Kutama Sinthimule Ref No: 158/2025
Potchefstroom Ref No: 159/2025
Tzaneen Ref No: 160/2025
Wolmaransstad Ref No: 161/2025
Zeerust Ref No: 162/2025
Barberton Maximum (Ref No 163/2025
Boksburg Ref No: 164/2025
Emthonjeni Ref No: 165/2025
Johannesburg (Medium C) Ref No: 166/2025
Modderbee Ref No: 167/2025 (X2 Posts)
Nigel Ref No: 168/2025
Leeuwkop Maximum Ref No: 169 of 2025
Losperfontein Ref No: 170 of 2025
Middelburg Ref No: 171/2025
Witbank Ref No: 172/2025

Central Management Region Correctional Centres:

Bethlehem Ref No: 173/2025
Brandfort Ref No: 174/2025
De Aar Ref No: 175/2025
Edenburg Ref No: 176/2025
Frankfort Ref No: 177/2025
Goedemoed (Medium A) Ref No: 178/2025
Groenpunt Maximum Ref No: 179/2025 (X2 Posts)
Groenpunt Juvenile Ref No: 180/2025
Hoopstad Ref No: 181/2025
Mangaung Ref No: 182/2025 (X2 Posts)
Springbok Ref No: 183/2025
Vereeniging Ref No: 184/2025

KwaZulu Natal Management Region Correctional Centres:

Sevontein Ref No: 185/2025
Stanger Ref No: 186/2025
Durban (Medium A) Ref No: 187/2025
Durban (Medium B) Ref No: 188/2025
Umzinto Ref No: 189/2025
Eshowe Ref No: 190/2025
Estcourt Ref No: 191/2025
Ncome Maximum Ref No: 192/2025
Kokstad (Medium) Ref No: 193/2025
Ebongweni (Super Max) Ref No: 194/2025 (X2 Posts)

Eastern Cape Management Region Correctional Centres:

Port Elizabeth Ref No: 195/2025
King Williams Town Ref No: 196/2025
Middledrift Ref No: 197/2025
Queenstown Ref No: 198/2025
East London (Medium B) Ref No: 199/2025
Idutywa Ref No: 200/2025

Western Cape Management Region Correctional Centres:

Drakenstein (Medium A) Ref No: 201/2025
Hawequa Ref No: 202/2025
Beaufort West Ref No: 203/2025

APPLICATIONS

Applications to be submitted through the links mentioned above or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046

Atteridgeville: <https://forms.gle/6tkYoNph4u3F8d9A8>

Bethal: <https://forms.gle/CkBAZUizXcZMjp8y7>

Kgosi Mampuru C-Max: <https://forms.gle/SBHSNN951Uxmn37q6>

Kgosi Mampuru Maximum: <https://forms.gle/Fyu6LyMKsYQDgbM77>

Kutama Sinthimule: <https://forms.gle/XeHv46xkPQeisECq6>
 Potchefstroom: <https://forms.gle/63qj6fBaVR6uKmsC9>
 Tzaneen: <https://forms.gle/St7My3fQ4qe6fudp8>
 Wolmaransstad: <https://forms.gle/AfTA4fxAa2AVjqP18>
 Zeerust: <https://forms.gle/nXs3f9Jo8SYKKC279>
 Barberton: <https://forms.gle/v3KSSzoGmiSy8ePq7>
 Boksburg: <https://forms.gle/HjL72EfBtQUtAToVA>
 Emthonjeni: <https://forms.gle/zjs8nE4VjzBaoW9A>
 Johannesburg (Medium C): <https://forms.gle/iBHpWb9A1JXy2Y89>
 Modderbee: <https://forms.gle/zXpxzmvKZnMQwY839>
 Nigel: <https://forms.gle/6nq8R5VbUDgJpwcPA>
 Leeuwkop Maximum: <https://forms.gle/xYimsEyZDnjFcFFP7>
 Losperfontein: <https://forms.gle/V6YK9thBgLEdg4zv5>
 Middelburg: <https://forms.gle/M85VznYwVhvWyZQN9>
 Witbank: <https://forms.gle/cz9trsSuuiRf4THQ6>

Central Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300

Bethlehem: <https://forms.gle/ZbZEyHRWsfeTP8KD9>
 Brandfort: <https://forms.gle/S31kY7xu4WkeJDSb6>
 De Aar: <https://forms.gle/dhVnWc8xXzxaBT1p6>
 Edenburg: <https://forms.gle/QWpdP8hNjs3s2uPHA>
 Frankfort: <https://forms.gle/TfsPMjXc5e6wyuPV8>
 Goedemoed: <https://forms.gle/HxAbeQ9yvxWBmNxs8>
 Groenpunt Maximum: <https://forms.gle/cA6kwNfBBJRM73mY9>
 Groenpunt Juvenile: <https://forms.gle/idDgG44mVCQU1dDMA>
 Hoopstad: <https://forms.gle/cKtLLrRz6KSxGVN26>
 Mangaung: <https://forms.gle/DJZ7sq9tF1RzbSuD7>
 Springbok: <https://forms.gle/hYBnxMFVAeE9qPWP9>
 Vereeniging: <https://forms.gle/fNAaEXrp5hVFTxR36>

KwaZulu Natal Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001

Sevontein: <https://forms.gle/26iKi3q2bc6bRsqR9>
 Stanger: <https://forms.gle/rvFMVH3TH6Tn335o9>
 Durban (Medium A): <https://forms.gle/9WTqFkYSje7QDps36>
 Durban (Medium B): <https://forms.gle/AyPNJivMcuajx8ma8>
 Umzinto: <https://forms.gle/v4Nu9DREQ6SPZn526>
 Eshowe: <https://forms.gle/Mxz4ojSagXHe8GLW8>
 Estcourt: <https://forms.gle/JT9ZUsihT6fvj72LA>
 Ncome Maximum: <https://forms.gle/iJJakoX9n93LDWjF8>
 Kokstad (Medium): <https://forms.gle/LS9D82MK8WGZ2iGb8>
 Ebongweni (Super Max): <https://forms.gle/2LHXCyayJ9Vt2EQt5>

Eastern Cape Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 Eastern Cape Management Region Correctional Centres:

Port Elizabeth: <https://forms.gle/QMY14yDwxE7NoMEr6>
 King Williams Town: <https://forms.gle/gPNwS1XcTorVzegM6>
 Middledrift: <https://forms.gle/cZDs1Y3AMmFzXexUA>
 Queenstown: <https://forms.gle/TRL9FAqLfJrarQgM8>
 East London (Medium B): <https://forms.gle/iL8ZXTVhnKj7zvf17>
 Idutywa: <https://forms.gle/q7aPHcze6FJJyBej9>

Western Cape Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001 Western Cape Management Region Correctional Centres:

Drakenstein (Medium A): <https://forms.gle/Ad2DuvDhKd7hePix8>
 Hawequa: <https://forms.gle/MqaMzHH8mW1qgwiM9>
 Beaufort West: <https://forms.gle/Tf4QE4h3zEsYVDJj9>

ENQUIRIES

Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954

Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No: (031) 366 1900

Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521

Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012

Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 34/20</u>	:	<u>STATE LAW ADVISOR: (LP7-LP8) REF NO: 25/111/LD (X5 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience of which legislative drafting and conducting legal research forms a component; Admission as an Attorney or Advocate; Knowledge of Public Finance Management Act (PFMA); Knowledge and experience in Constitutional Law, Administrative Law, International Law and Labour Law. Skills and Competencies: Legal research and legislative drafting skills; Problem solving and decision making skills; Analytical thinking; Communication skills (verbal and written); Project management skills; Computer literacy; Ability to work under pressure and independently; Planning and organizing
<u>DUTIES</u>	:	Key Performance Areas: Investigate, evaluate, draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio-economic on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Conduct legal research on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Draft memoranda, reports and government

		<p>notices; Draft and prepare the necessary documents to present Bills to Clusters and Parliament; Evaluate and give inputs on draft legislation prepared by other Departments.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms R Sema Tel No: (012) 315 1333</p> <p>Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or https://forms.office.com/r/X2XaVPasWu</p>
<u>POST 34/21</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTS PAYABLE AND RECEIVABLE REF NO: 25/110/FMS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	<p>National Office: Pretoria</p> <p>An NQF level 7 in Financial Management/ Financial Accounting/ B Com Accounting/ Auditing/ Cost Accounting as recognized by SAQA; A minimum of 3 years' experience in Financial Accounting environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act; Public Service Regulations, Treasury Regulations and Treasury Directives. Skills and Competencies: Strategic capability leadership; Programme and project management; Budgeting and financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication; Teamwork; Computer literacy; Honesty and integrity.</p>
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of accounts payable and receivable; Manage the processing of accounts payable; Manage the collection of accounts receivable; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms A Van Ross Tel No: (012) 315 1094</p> <p>Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu</p>
<u>POST 34/22</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 25/109/CS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	<p>National Office, Pretoria</p> <p>An NQF level 6 qualification in Human Resource Management / Human Resource Development/ Management of Training / Industrial and Organisational Psychology as recognized by SAQA; A minimum of 3 years' experience in Human Resource Development environment at supervisory level; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.</p>
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of Skills Development programmes; Facilitate the implementation of Internship & Learnership programmes; Facilitate the implementation of study assistance programmes; Facilitate the payments process for the programmes; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 34/23</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/78/GP</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Cullinan
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages; Language requirements: English, Isindebele, Sepedi and Isizulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Make arrangements for foreign language interpreters in consultation with the prosecutor; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or https://forms.office.com/r/X2XaVPasWu
<u>POST 34/24</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 359 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate, Upington Ref No: 26/25/NC/FA-UPT (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Atteridgeville Ref No: 2025/77/GP (X1 Post) Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/messenger support services; Collect correspondence, distribute mail and parcels to various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Northern Cape: Mr J. Tope Tel No: (053) 802 1300 Gauteng Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley 8301 OR https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Gauteng: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference no.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 06 October 2025 at 16:00

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DLRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary and service certificates to support senior management experience, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment, and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Following the interview, practical exercise and integrity assessment for SMS positions, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, 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 and affirmative action employer. It is our intention to promote representivity in DLRRD through the filling of posts. Females and persons with disabilities are encouraged to apply. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DLRRD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of

verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The DLRRD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DLRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this not be declared and uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement and annually disclose her or his financial interests with the Department. 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.

MANAGEMENT ECHELON

<u>POST 34/25</u>	:	<u>DIRECTOR-GENERAL REF NO: 3/1/1/1/2025/1</u> (5-year contract appointment)
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Office Of the Director-General: Gauteng (Pretoria)
	:	Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and a minimum qualification at NQF Level 8 as recognised by the South African Qualifications Authority (SAQA). Minimum of 10 years' experience at senior management level in a large organisation and the ability to provide strategic leadership and direction to the current team of the Department of Land Reform and Rural Development. Job related knowledge: Thorough understanding of the political mandate of Department. Demonstrate leadership in the development and high-level policy implementation skills. Understanding of key government priorities, insight into the global and South African economy. Conversant with the structure and operation of the Sector. Knowledge and extensive experience in, policy, research, constitution and legislation of land reform and rural development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department including, intergovernmental relations and international relations. Ability to implement outcome-based performance management system. Extensive senior managerial experience in the management of financial and human resources. Proven ability to innovate. Job related skills: Political and Administrative Executive management skills, Highly developed liaison skills. Communication skills (verbal and writing) and negotiation skills. High level planning, implementation, monitoring and evaluation skills. Coordination and facilitation skills. Project management skills. Change management skills. A valid driver's licence. Personal Attributes: Confidentiality, fairness, respect, and honesty, ethical and empathetic leadership, professionalism, integrity, good interpersonal relations, team-work, People oriented (Ubuntu), and stakeholder and networking responsiveness, Energy, drive, enthusiasm, problem-solving, innovative and courageous.
<u>DUTIES</u>	:	Ensure delivery of programmes and projects in accordance with the mandate of the Department. Provide fully and effective support to the Executive Authority. Develop and co-ordinate policies and programmes in support of the implementation of land reform. Manage rural development strategies for socio-economic growth. Manage the process of access to rights in land including land ownership and sustainable development. Manage deeds registration and other documents. Coordinate and administer cadastral surveys. Provide for spatial planning and land use management services. Provide corporate support services. Provide the Department with sound financial management services. Oversee and coordinate provincial and district operations of departmental

services and programmes. Manage the process of policy research, analysis and development. Ensure all the policies and laws of the department are rationalized to be in line with the 1996 Constitution. Formulate, coordinate and implement strategic framework of the Department of Land Reform and Rural Development. Develop and align the Department strategy with government regulatory framework. Develop strategies and guidelines for management and decision making. Develop and implement appropriate policies and regulatory mechanisms to promote integration of government development programmes. Facilitate good governance in the Department and create a framework for good governance for public entities reporting to the Minister of Land Reform and Rural Development. Ensure inter-governmental relations. Ensure the departmental governance structure is in place. Ensure stakeholder engagement and stakeholder relations are maintained. Ensure the department complies timeously with all Parliamentary and Cabinet requirements. Monitor and evaluate cooperation amongst governments stakeholders to achieve improved service delivery. Build and enhance the governance system in order to enable service delivery and sustainable growth. Identify risk indicators and mitigate the risk. Coordinate and facilitate delivery on all areas of the Minister performance contract. Provide a continuous feedback and routine reports to the Minister. Provide leadership and initiative in terms of programmes and projects delivery. Apply and promote all Batho Pele principles. Strengthen the department's organisational capacity and performance to deliver on the mandate. Render sound human resources management and development, security and information management services. Provide the Department with sound financial services. Provide the Department with legal and communication services and promote intergovernmental, international and stakeholder relations. Direct the provision of policy analysis, research, formulation, planning and monitoring and evaluation in order to facilitate the improvement of the department's performance. Ensure integration among key resource strategies and their alignment with medium term expenditure framework. Promote good, happy and humane relations with all employees and the labour relations in general.

**ENQUIRIES
APPLICATIONS**

: Mr P van Niekerk Tel No: (012) 312 9550
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P1@dlrrd.gov.za

POST 34/26

: **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 3/1/1/1/2025/2**
Branch: Corporate Support Services

SALARY

: R1 813 182 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 8 as recognised by South African Qualifications Authority (SAQA). Minimum of 8 years' experience at senior managerial level in the corporate support services and other related or relevant environments. Job related knowledge: Client oriented and customer focus. Programme and project management. Ability to conduct Occupational Health and Safety (OHS) Audit. Ability to manage projects and ability to conduct Threat Risk Assessment (TRA). Accounting policies and procedures, understanding human resources and labour relations policies, Job related skills: Liaison skills. Strategic capability and leadership skills. Communication skills (verbal and writing). Decisive and Diplomatic skills. Report writing skills. Investigation skills. Financial management skills. Budget compilation skills. Executive authority and senior administrative executives' management skills. Project Management skills. A valid driver's licence. Personal Attributes: Ethical and empathetical leadership, Integrity, Teamworker, Diplomatic negotiator, Accessibility, Problem solver, Work under serious stress, People oriented (Ubuntu), Hardworking and innovative.

DUTIES

: Ensure effective, efficient, and fair management of human resources. Render human resource management services. Render human resource development services. Facilitate sound employee relations. Manage human resource

information services. Provide organisational development and service delivery improvement services. Manage and monitor the coordination of human resource transformation strategies, diversity management strategies and plans. Provide Information and Communication Technology (ICT) management services to support organisational objectives. Ensure alignment of ICT and business strategy. Ensure a stable ICT environment that enables the efficient and effective utilisation of information technology. Develop, implement and maintain ICT solutions. Ensure ICT service availability, service delivery and service optimisation. Provide knowledge, information and records management services. Render legal services and support for the Department. Manage litigations, both on behalf of and against the department. Facilitate the process of legislation development. Provide security and facilities management services. Manage document security and Occupational Health and Safety (OHS) compliance. Manage vetting, screening and investigations. Manage physical security and special events. Provide facilities, office management, public and private partnership services. Provide financial management and administrative support services. Provide strategic planning, monitoring, and evaluation services. Monitor and report on the performance of the Corporate services in line with strategic plans, annual performance plans and operational plans. Oversee the integrated departmental planning processes, coordinate the approval, and review process of operational and strategic plans. Conduct evaluation assessments related to the programmes of the Department. Manage monitoring and evaluation functions and provide technical support to provincial departments and public entities. Provide communication services. Provide corporate communications, marketing and print production management services. Provide language, media and external communication services. Provide financial and administrative support. Manage financial management support. Oversee the administration support and advisory services.

**ENQUIRIES
APPLICATIONS**

: Mr P van Niekerk Tel No: (012) 312 9550
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P2@dlrrd.gov.za

POST 34/27

: **CHIEF FINANCIAL OFFICER REF NO: 3/1/1/1/2025/3**
Branch: Financial Management Services

SALARY

: R1 813 182 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 8 in Accounting / Business Administration / Commerce / Supply Chain Management / Public Finance as recognised by South African Qualifications Authority (SAQA). Minimum of 8 years' experience in a senior managerial position. Job related knowledge: Must demonstrate high level of competency in financial administration, financial accounting and supply chain management. Experience and knowledge in Generally Recognised Accounting Principles (GRAP) system and modified cash standards. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Department. Knowledge of financial management in relation to the new regulatory framework for the Public Service e.g. Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act and Public Service Regulations. Understand the Constitutional mandate and key priorities of the department. Cash flow forecasting. Job related skills: Communication skills (verbal and written) and Negotiation skills. Monitoring and evaluation skills. Coordination and facilitation skills. Financial analysis and analytical skills. Problem solving within Financial and supply chain legal framework. Risk management skills. Liaison, leadership and supportive skills to the entire department. Project management skills. Change management skills. Excellent people management skills and interpersonal skills. A valid driver's licence. Personal Attributes: Departmental empowerment on Financial and supply

	chain requirements, Integrity, Ethical and empathetic leadership, Good interpersonal relations, ability to work under pressure and meet deadlines, Ability to work in a team and independently, Strong character, Problem solving and analysis, decisive decision making, client orientation and customer focus, Proactive Communication with all stakeholders, Good financial judgement.
<u>DUTIES</u>	: Manage and render supply chain management services. Manage demand management plan and acquisition services. Manage logistics, assets and contract management. Ensure that internal procedures and control measures are in place. Provide advice and contribute towards the financial aspects of the strategic planning process of the Department. Compile delegations of authority in respect of financial and procurement matters that ensure that the accounting officer approves them. Provide inputs into the formulation of the medium-term objectives, policies, and strategies in support of the strategic and operational plans of the Department. Monitor and oversee the collection of revenue by the Department. Manage governance and assurance management services. Provide timely and accurate financial and operational information necessary for strategic decision making to all Branches. Compilation of accurate annual financial statement and timeous submission in accordance with applicable standards and legislative requirements. Good audit outcomes. Responsiveness towards queries from AGSA, Parliament and audit committees. Ensure effective management and implementation of good corporate governance in the department. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Provide financial and administrative support. Render office service support. Provide supply chain support. Facilitate, coordinates and administer projects.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P van Niekerk Tel No: (012) 312 9550 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P3@dlrrd.gov.za
<u>POST 34/28</u>	: <u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/1/1/1/2025/4</u> Chief Directorate: Supply Chain Management Services
<u>SALARY</u>	: R1 494 900 per annum (Level 14), (all-inclusive package.) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	: Gauteng (Pretoria) : Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 7 in Supply Chain Management / Public Administration / Economics / Accounting / Finance / Logistics. Minimum of 5 years' experience at a senior managerial level in the supply chain management field. Job related knowledge: Knowledge of the following: Supply Chain Management Framework, Preferential Procurement Policy Framework Act (PPPFA), Knowledge of corporate governance issues, Knowledge of Compliance Management, Knowledge of Public Service environment, Public Finance Management Act (PFMA) and Treasury Regulations. Job related skills: Leadership skills. Computer literacy skills. Management skills. Project management skills. Communication skills (verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills / presentation skills. Negotiating skills. Good customer relations. Advanced report writing skills. Language proficiency. Analytical thinking and strategic planning. Problem solving skills. Good judgment and decision making. Strong insistence on value for money. Tough negotiators. Organisational Planning and coordination skills. Problem solving. A valid driver's licence. Personal Attributes: Unquestionable integrity, Unimpeachable ethical conduct, Incorruptibly, Patriotism, Fair minded, Ability to interact with clients and stakeholders, professionalism and assertiveness, meet deadlines whilst delivering good results, promote teamwork, Good financial and business judgement.
<u>DUTIES</u>	: Manage demand management plan and acquisition services. Manage demand and acquisition services. Develop Integrated Demand Management Plan (IDMP). Develop and manage annual Procurement Plan. Facilitate annual appointment of Bid Evaluation Committee (BEC) and Bid Adjudication

Committee (BAC) members for National and Provincial Office. Manage the function of Adjudication of bids / tenders Committees. Develop sourcing strategies for the procurement plan submitted to National Treasury. Ensure compliance of number of days taken to award bids / tender after BEC recommendation report within the approved turnaround times. Management of contract management functions. Maintain policy and manage performance, compliance and client relation services. Oversee supply chain management training. Ensure compliance with policy and procedures. Ensure that inspections are undertaken. Ensure that trends analysis is conducted. Manage the call centre facility. Develop and maintain policy and manage compliance. Monitor compliance with relevant legislative frameworks, policies governing Supply Chain Management Services (SCMS). Provide logistical and asset management services. Manage logistics services. Manage fleet services and travel arrangements. Manage asset services (acquisition and disposal). Manage annual and bi-annual asset verification and monthly reconciliation of Barcoded Asset Audit (BAUD) system and Basic Accounting System (BAS) general ledger. Maintain payment of Logis invoices within 30 days from receipt of invoice. Provide financial and administrative support. Monitor and improve SCM processes/systems. Provide strategic solutions, coordination and fast-tracking delivery. Effective monitoring and evaluation of tenders. Ensure effective management of financial resourcing allocated to SCM including being innovative. Render office service support.

ENQUIRIES
APPLICATIONS

- : Mr P van Niekerk Tel No: (012) 312 9550
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P4@dlrrd.gov.za

NATIONAL PROSECUTING AUTHORITY

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

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	07 October 2025
<u>NOTE</u>	:	<p>Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.</p> <p>Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.</p>

ERRATUM: The post of Director: Performance Information Management with Ref No: Recruit 2025/375 advertised in Public Service Vacancy Circular 22 dated 27 June 2025 and Deputy Director of Public Prosecutions - AFU: Polokwane with Ref No: Recruit 2025/390 advertised in Public Service Vacancy Circular 26 dated 25 July 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 34/29</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package) DPP: Bloemfontein Ref No: Recruit 2025/456 (Re-advert) Johannesburg Ref No: Recruit 2025/457
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Johannesburg Charity Matika Tel No: (011) 220 4235
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit2025456@npa.gov.za DPP: Johannesburg e mail: Recruit2025457@npa.gov.za
<u>POST 34/30</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/458</u> National Prosecutions Services (Re-advert)
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package) DPP: Bloemfontein (Tax Unit)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting

		background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2025458@npa.gov.za
<u>POST 34/31</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/459</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (total cost package)
	:	Bloemfontein
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2025459@npa.gov.za
<u>POST 34/32</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/465</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package)
	:	Limpopo (Polokwane)

<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Regional Head. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285 e mail: Recruit2025465@npa.gov.za
<u>POST 34/33</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/460</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (total cost package) Mmabatho
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as

		circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: (018) 381 9041 e mail: Recruit2025460@npa.gov.za
<u>POST 34/34</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/461</u> Legal Affairs Division
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) Limpopo (Polokwane) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good knowledge of civil litigation and criminal procedure. Ability to plan, prioritise and manage. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to work independently. Valid driver's licence.
<u>DUTIES</u>	:	Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to civil matters, make and review decisions with regard to the institution of civil proceedings. Prepare civil proceedings for court including the acquisition of additional evidence and drafting affidavits and responding or supplementary affidavits and indictments and other court documents. Present the states' case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study civil appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285 e mail: Recruit2025461@npa.gov.za
<u>POST 34/35</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) DPP: Limpopo (Polokwane) Ref No: Recruit 2025/462 (X5 Posts) (OCC) DPP: Kimberley Ref No: Recruit 2025/463 (X4 Posts) (OCC) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution of organised crime cases. Admission as an advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex

or more difficult matters, including commercial, corruption and organized crime matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES

: DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS

: DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

DPP: Limpopo (Polokwane) e mail: Recruit2025462@npa.gov.za
DPP: Kimberley e mail: Recruit2025463@npa.gov.za

POST 34/36

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/464**
Specialised Commercial Crime Unit

SALARY

: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package)

CENTRE

: Pretoria

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Valid drivers' licence.

DUTIES

: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to advocates/prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: Bontle Bareng Tel No: (012) 401 9421

APPLICATIONS

: e mail: Recruit2025464@npa.gov.za

POST 34/37

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/466**
National Prosecutions Services

SALARY

: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package)

CENTRE

: DPP: Pietermaritzburg (STU)

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding

	commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.
<u>DUTIES</u>	: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy, and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors, and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	: Thabsile Radebe Tel No: (033) 392 8753 : e mail: Recruit2025466@npa.gov.za
<u>POST 34/38</u>	: <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/467 (X4 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) : Pretoria: Head office : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently without supervision. Excellent administration skills. Financial or accounting background an advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Good knowledge of the Zondo Commission's recommendations. Knowledge of the FATF recommendations for South Africa. Capable of prosecuting and guiding investigations in voluminous and complex matters. Excellent drafting skills and the ability to draft complex charge sheets, indictments, notice of motions, applications for leave to appeal, heads of arguments, legal opinions and memorandum. Litigation experience shall include litigation in the Superior Courts including the handling of motions in the High Court and as well as appeals and state appeals in High Court/Supreme Court/Constitutional Court. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments

		and court documents, dealing with representations. Financial or accounting background and knowledge of Company law be will required. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Personal and Professional Integrity. Valid driver's licence.
<u>DUTIES</u>	:	Stakeholder engagement and decision making. Prosecutor led investigations (PLI). Prosecution preparations. Court work. Operations management.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: (012) 845 7727
<u>APPLICATIONS</u>	:	e mail: Recruit2025467@npa.gov.za
<u>POST 34/39</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 - R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Empangeni Ref No: Recruit 2025/468 CPP: Ntuzuma Ref No: Recruit 2025/469 CPP: Pretoria (Brits) Ref No: Recruit 2025/470 CPP: Durban (Umlazi) Ref No: Recruit 2025/471 CPP: Vaal Rand (Tsakane) Ref No: Recruit 2025/493
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753 CPP: Ntuzuma & CPP: Durban (Umlazi) Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003 CPP: Pretoria (Brits) Motshabi Malabi Tel No: (012) 351 6864 CPP: Vaal Rand (Tsakane) Godfrey Ramakuella Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	CPP: Empangeni e mail: Recruit2025468@npa.gov.za CPP: Ntuzuma e mail: Recruit2025469@npa.gov.za CPP: Pretoria (Brits) e mail: Recruit2025470@npa.gov.za CPP: Durban (Umlazi) e mail: Recruit2025471@npa.gov.za CPP: Vaal Rand (Tsakane) e mail: Recruit2025493@npa.gov.za
<u>POST 34/40</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/472</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets,

		indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Bontle Bareng Tel No: (012) 401 9421
<u>APPLICATIONS</u>	:	e mail: Recruit2025472@npa.gov.za
<u>POST 34/41</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/473</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Persons in private practice must provide a certificate of good standing with the LPC. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES</u>	:	Xola Matembisa Tel No: 021 944 6721
<u>APPLICATIONS</u>	:	e mail: Recruit2025473@npa.gov.za
<u>POST 34/42</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/474 (OCC) (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in legal practice and/or regional court prosecution. Extensive prosecutorial or litigation experience with regard to common law offences such as serious violent crimes, syndicate drug dealing, organised robberies with aggravated circumstances, fraud, theft, commercial crimes and corruption. Prosecutorial or litigation experience in racketeering and gang related matters will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in prosecuting and guiding investigations in complex or more difficult matters. Strong computer skills and

		knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. A valid drivers' licence.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in organised crime complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025474@npa.gov.za
<u>POST 34/43</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/475 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg (STU)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least four (4) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/ reports. Assist Deputy Directors in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail: Recruit2025475@npa.gov.za

<u>POST 34/44</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Pretoria (OCC) Ref No: Recruit 2025/476 (X4 Posts)
	:	DPP: Mmabatho (OCC) Ref No: Recruit 2025/477 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail: Recruit2025476@npa.gov.za
	:	DPP: Mmabatho e mail: Recruit2025477@npa.gov.za
<u>POST 34/45</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/478</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES</u>	:	Takalani Mfuni Tel No: (011) 220 4827
<u>APPLICATIONS</u>	:	e mail: Recruit2025478@npa.gov.za

<u>POST 34/46</u>	:	<u>STATE ADVOCATE RECRUIT 2025/479 (X2 POSTS)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Joyce Marogoa Tel No: (012) 845 6700
<u>APPLICATIONS</u>	:	e mail: Recruit2025479@npa.gov.za
<u>POST 34/47</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/480 (X5 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit2025480@npa.gov.za
<u>POST 34/48</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
<u>CENTRE</u>	:	CPP: Port Elizabeth (New Brighton) Ref No: Recruit 2025/481 CPP: Welkom (Sasolburg) Ref No: Recruit 2025/482 CPP: Port Elizabeth (Gqeberha) Ref No: Recruit 2025/483 (X2 Posts)

<u>REQUIREMENTS</u>	:	<p>CPP: Ntuzuma Ref No: Recruit 2025/484</p> <p>An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Port Elizabeth (New Brighton) & CPP: Port Elizabeth (Gqeberha) Andiswa Tengile Tel No: (012) 842 1450 CPP: Welkom (Sasolburg) Lemmer Ludwick Tel No: (051) 410 6001 CPP: Ntuzuma Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003</p>
<u>APPLICATIONS</u>	:	<p>CPP: Port Elizabeth (New Brighton) e-mail: Recruit2025481@npa.gov.za CPP: Welkom (Sasolburg) e-mail: Recruit2025482@npa.gov.za CPP: Port Elizabeth (Gqeberha) e-mail: Recruit2025483@npa.gov.za CPP: Ntuzuma e-mail: Recruit2025484@npa.gov.za</p>
<u>POST 34/49</u>	:	<p><u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)</p>
<u>CENTRE</u>	:	<p>CPP: Nelspruit (Masoyi) Ref No: Recruit 2025/485 CPP: Nelspruit (Sabie) Ref No: Recruit 2025/486 CPP: Thohoyandou (Senwabarwana) Ref No: Recruit 2025/494</p>
<u>REQUIREMENTS</u>	:	<p>An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.</p>
<u>DUTIES</u>	:	<p>Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Nelspruit (Masoyi) & CPP: Nelspruit (Sabie) Tebogo Mashile Tel No: (013) 045 0686 CPP: Thohoyandou (Senwabarwana) - Thuba Thubakgale Tel No: (015) 045 0285</p>
<u>APPLICATIONS</u>	:	<p>CPP: Nelspruit (Masoyi) e mail: Recruit2025485@npa.gov.za</p>

CPP: Nelspruit (Sabie) e mail: Recruit2025486@npa.gov.za
 CPP: Thohoyandou (Senwabarwana) e mail Recruit2025494@npa.gov.za

<u>POST 34/50</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
<u>CENTRE</u>	:	CPP: Welkom Ref No: Recruit 2025/487 CPP: Pretoria Ref No: Recruit 2025/488 CPP: Vaal Rand (Daveyton) Ref No: Recruit 2025/489
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Pretoria Motshabi Malabi Tel No: (012) 351 6864 CPP: Vaal Rand (Daveyton) Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	CPP: Welkom e-mail: Recruit2025487@npa.gov.za CPP: Pretoria e-mail: Recruit2025488@npa.gov.za CPP: Vaal Rand (Daveyton) e-mail: Recruit2025489@npa.gov.za
<u>POST 34/51</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/490</u> National Prosecutions Service
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. A valid driver's licence.
<u>DUTIES</u>	:	Provide HR administration services to the region (Recruitment & Selection, Conditions of Service, Staff Retention, Exit, Training and Development, PMDS, EWP, Long Service Recognition, Service Excellence Awards, Benefits, TSP etc). Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters.

		Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025490@npa.gov.za
<u>POST 34/52</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/491</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to the staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025491@npa.gov.za
<u>POST 34/53</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/492</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Ntuzuma
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<u>ENQUIRIES</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2025492@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/ Mthatha/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge, 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- KwaZulu-Natal/Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Mpumalanga/ Mbombela:** 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:** 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 07 October 2025

CLOSING DATE
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. 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 fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered.

Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

<u>POST 34/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/241/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's license. A minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage, and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. 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.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked

for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistician.

ENQUIRIES : Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657
APPLICATIONS : HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Applications can be sent via email at 2025/241/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the Employment Equity goals

POST 34/55 : **REGISTRAR REF NO: 2025/244/OCJ**

SALARY : R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Pietermaritzburg High Court
REQUIREMENTS : Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : can be sent via email at 2025/244/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 34/56 : **ADMINISTRATION CLERK: CRT REF NO: 2025/245/OCJ**

SALARY : R228 321 – R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Matric certificate or equivalent. A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license. 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services 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.

<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	:	can be sent via email at 2025/245/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals
<u>POST 34/57</u>	:	<u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/246/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg High Court Grade 12 certificate; no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Can be sent via email at 2025/246/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 34/58</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/247/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town A Grade 12 certificate with accounting and mathematics. No experience required. National Diploma (NQF6) in Finance / Accounting as recognized by SAQA will be an added advantage. Skills and Competencies: Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) Departmental policies and procedures. Financial prescripts and Manuals Batho Pele Principles. Planning and Organizing, Attention to detail, computer literacy, Verbal and written communication Interpersonal relations, Analytical and Problem-solving, Accounting Basic Numeracy and Accuracy.
<u>DUTIES</u>	:	Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, prepare manual, requisitions and capture on Logis. Receive and record all invoices within 30 days. Receive and check invoices for correctness, verification and approval. Capture all payments on the financial system after verifying supporting documents for validity, accuracy and completeness, Compile and capture all financial transactions on financial transversal system (e.g. BAS and LOGIS). Updating and maintaining of the invoice tracking register, maintain records and assist in the filing of documents, Entity maintenance. Perform adhoc activities as and when required, e.g. retrieval of documents for audit purposes.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637 HR Related Enquiries: Mr S Hlongwane Tel No: (021) 469 4038
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/247/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 34/59</u>	:	<u>TYPIST (X3 POSTS)</u> (6 Months Contract)
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04), plus 37 % in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mkhanda High Court Ref No: 2025/248/OCJ (X2 Posts) Gqeberha High Court Ref No: 2025/249/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or NQF Level 4 qualification, A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and competencies. Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. 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.
<u>DUTIES</u>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Makhanda: Applications can be sent via email at 2025/248/OCJ@judiciary.org.za Gqeberha: Applications can be sent via email at 2025/249/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS`** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 06 October 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 34/60** : **DEPUTY DIRECTOR: SKILLS FOR THE ECONOMY REF NO: SID&ET 057**
Overview: The successful candidate will be responsible for the development and management of the design and implementation of skills development policies, strategies and programmes that are aligned with the dtic's sector priorities and mandate.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF Level 7, as recognized by SAQA, Development Studies, Business Management, Economics, Education Policy, or a related field. 3–5 years managerial experience in the skills development sector, including implementation and evaluation of education/skills programmes and strategies in the public or private sector. Key Requirements: Experience at managerial level in relevant skills development environments. Advanced proficiency in MS Office and project management systems. Demonstrated knowledge of the Skills Development Act, PFMA, National Treasury Regulations, and Public Service Regulations. Experience in the design, implementation and monitoring of skills training programmes, particularly related to industrial sector requirements. Strong leadership, strategic thinking, planning, problem-solving, and stakeholder engagement skills. Excellent communication, report writing and presentation abilities. Willingness to travel and work overtime when required. The successful candidate will need to obtain a Secret-level security clearance due to the strategic and advisory nature of the role.
- DUTIES** : Policy Analysis & Programme Development: Analyse policies, regulation and legislation to develop appropriate policies, strategies and programmes to address specific sector priorities. Conceptualise and communicate internal and external processes to assess specific Sector Skills Plans of specific SETAs and integrate the sector needs of the dtic stakeholders. Benchmarking sector-based policies and programmes against local and international best practice. Stakeholder Management: Represent the unit in relevant forums, task teams on skills development. Identify, set up and manage internal & external stakeholder forums for conceptualization, design & implementation of policies & programmes in specific sector skills areas, Masterplans, SEZs and SETAs. Project Management: Develop, implement and manage programmes in support of youth employment and labour market development. Manage the

development and approval of Workplace Challenge annual business plan, annual targets & annual report. Manage the development and approval of the sectoral Centre of Excellence in the textile & clothing sector annual business plan, strategic planning processes, annual targets and annual report. Manage the conceptualization and design of sector-based programmes/projects in line with sector policies and strategies with internal sector desks, industry stakeholders, SETAs and benchmarked against local and international best practice. Monitoring and Evaluation: Identify and implement monitoring & evaluation requirements. Monitor the implementation of business plan and development of feedback reports on a monthly and quarterly basis (Performance & financial expenditure). Monitor implementation of expert committee and develop inputs on MTEF, audit & the dtic performance processes & reporting. Sub-directorate Management: Manage collation of inputs into the quarterly and annual reports, business plans and targets. Compile reports on skills development programmes and M&E visits. Monitor financial resources and assets of the unit. Manage the human resources of the sub-directorate. Manage the process of reporting on financial and operational risks.

ENQUIRIES : L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563

POST 34/61 : **OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099**
Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.

SALARY : R468 459 per annum (Level 09)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License. Registered with the South African Nursing Council (SANC) as a professional nurse. 3 – 5 years' relevant experience in an Occupational Health and Safety environment. Key Requirements: Relevant experience in an Occupational Health Clinic. Knowledge of the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Ability to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills. Registration with the Health Professions Council of South Africa (HPCSA) will be an added advantage.

DUTIES : Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and

		procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 34/62</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS REF NO: ODG-233</u> Overview: To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General.
<u>DUTIES</u>	:	Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external auditors during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	06 October 2025
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/ Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 34/63</u>	:	<u>CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 061025/01</u> Branch: Infrastructure Management: Head Office Cd: Infrastructure Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package) Pretoria Head Office A Bachelor's Engineering Degree (B Eng /BSc Eng) at NQF 7 in Civil Engineering or relevant. Five (5) years' experience in Infrastructure development at senior management level. Knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Knowledge of Public Finance Management Act. Knowledge of Treasury Rules and Regulations for procurement. Knowledge of civil engineering and built the environment. Problem solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial and Budget Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI), People Management and Empowerment. Communication. Client Orientation and Customer Focus. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Ensure the management of infrastructure development projects. Oversee implementation planning of infrastructure projects. Advise on implementing agents. Manage stakeholder expectations. Oversee project risk management. Conceptualising of new planned projects. liaise with Chief Directorate of National Water Resource Planning (Department of Water and Sanitation) on the development of national water resource infrastructure. Joint identification of projects that need to be advanced. Develop conceptual return on investment projections. Identification of funding resources. Drafting of white papers /

		project proposals. Ensure implementation of capital improvement works. Oversee Internal new works, Capital improvement works and External works. Provide strategic leadership and business planning for the chief directorate. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
<u>ENQUIRIES</u>	:	Mr Livhuwani Mabuda Tel No: (012) 336 8477
<u>POST 34/64</u>	:	<u>DIRECTOR: TECHNICAL SUPPORT ENGINEERING SERVICES REF NO: 061025/02</u> Branch: Infrastructure Management Cd: Engineering Services Dir: Technical Engineering Support Service
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification in built environment. Five (5) years' experience at a middle/senior management level in technical engineering service. Five (5) years Programme and Project management experience. Understanding of stakeholder, programme and project management. Working knowledge of governance practices and PFMA. Decision making, strategic capability and leadership. Understanding of financial, change and knowledge management. Understanding of e-collaboration and networking with sound written and verbal communication skills. Service delivery and innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Lead the provision of drawing services. Oversee the development of engineering technical drawings in line with specifications. Oversee consultation and archiving of engineering drawings and compiling of as built engineering drawings. Lead the coordination of quality management systems (ISO 9001). Oversee development of quality management systems for infrastructure Branch, auditing of quality management systems. Oversee quality management systems training process in the Branch. Lead the coordination of technical training. Oversee management of technical training centre, facilitation of technical training programs and reporting on technical training. Engineering projects supporting contract management. Ensure provision of quantity surveying services to infrastructure projects. Provide strategic leadership and business planning for the unit. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
<u>ENQUIRIES</u>	:	A Chaminuka Tel No: (012) 336 8511
OTHER POSTS		
<u>POST 34/65</u>	:	<u>SURVEY TECHNICIAN PRODUCTION GRADE A - C (MAINTENANCE) REF NO: 061025/03</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Survey or Cartography or relevant qualification. Three (3) years post-qualification survey experience in technical survey Topographical, Hydrographical, Cadastral, Engineering Surveys for design and construction, Precise Deformation, Aerial and Survey ground control and Control surveys. Compulsory registration with the South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. A valid unexpired driver's license. Knowledge of GPS, echo sounders (Hydrographic system), total stations, and levels. Computer literacy with proven computer skills in respect of operating systems; CAD and Survey calculation packages in particular Model Maker, Surpac, and MS Office, Hypack and Trimble Business Centre. Experience in boat handling and outboard motors will serve as an added advantage. (Drivers Licence Code EB or Higher will serve as an added advantage).

<u>DUTIES</u>	:	Perform Topographical, Hydrographical, Deformation, other surveys, and ad hoc tasks. Able to take control of survey teams in the field. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide survey reports and final drawings within the prescribed time frame. Good communication skills to communicate with the public, colleagues, and clients.
<u>ENQUIRIES</u>	:	Mr. LI Radebe Tel No: (051) 405 9000
<u>NOTE</u>	:	Candidates may be subjected to a skills and knowledge tests.
<u>POST 34/66</u>	:	<u>DRIVER REF NO: 061025/04</u> Branch: Water & Sanitation Services Management North-West Sd: Corporate Support Services
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A Grade 10. One (1) to three (3) years' experience in driver/ messenger services. A valid unexpired driver's license. Knowledge of driving services. Knowledge of operating the equipment. Basic knowledge of policies and procedures. Basic literacy (read and write). Knowledge of procedures and processes. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Basic knowledge of financial management and PFMA. Interpersonal relations. Client orientation and Customer focus. Accountability and ethical conduct. Good communication skills. Knowledge of analytical procedures.
<u>DUTIES</u>	:	The operation of light motor vehicles. General maintenance of light motor vehicles. The maintenance of vehicle logbooks. Storage of light motor vehicles. The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Collection and drop-off documents, collecting papers from government printing. Collect and drop off officials, to and from various destinations. Inspections and cleaning of the pool cars.
<u>ENQUIRIES</u>	:	Mr ES Mazinyo Tel No: (018) 387 9525
<u>POST 34/67</u>	:	<u>GENERAL WORKER REF NO: 061025/05</u> Branch: Water & Sanitation Services Management North-West Sd: Corporate Support Services
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An ABET certificate. Knowledge of handling equipment and appliances. Knowledge of various general work. Basic knowledge of chemical use/ product and tools usage. Basic knowledge of daily maintenance procedure for efficient machine/ equipment performance. Basic knowledge of health and safety procedures. Basic understanding of government legislation.
<u>DUTIES</u>	:	Load and offload furniture, equipment and any other goods to relevant destination. Clean government/pool vehicles. Clean relevant workstation. Pack up the storerooms and assist with moving furniture and materials to various offices. Ensure the safekeeping of stores items issued for assignments. Perform standard maintenance and repair task. Finalise tasks as per work sheet. Implement appropriate repair solutions.
<u>ENQUIRIES</u>	:	Mr ES Mazinyo Tel No: (018) 387 9525