



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 37 OF 2025
DATE ISSUED 10 OCTOBER 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.

AMENDMENT

NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES: Kindly take note that the department has withdrawn the following advertised posts, as it appears in Circular 35 of the PSVC dated 26 September 2025, with a closing date of 14 October 2025. The details are as follows: Deputy Director: Performance Monitoring and Reporting: Ref HO 2025/09/14; Deputy Director: Correctional Centres (NCB4): Ref HO 2025/09/96; Assistant Manager Nursing: Communicable Diseases: Ref HO 2025/09/22; Administration Officer: Course Administration: Ref HO 2025/09/77; Deputy Director: Programme Targeting Behaviour: Ref HO 2025/09/97; ASD: Monitoring and Intervention: Ref HO 2025/09/98; Senior Administration Officer: Functional Training: Ref HO 2025/09/52; Senior Correctional Policy Administrator: Pre- Release Preparation (NCB 2): Ref: HO 2025/09/104; Assistant Manager: Nursing: Maternal / Child and Youth Health: Ref: HO 2025/09/29; Deputy Director: Academic Support Ref: HO 2025/09/06; Administration Officer: Logistics and Stores: Ref: HO 2025/09/80; Deputy Director:

Security Evaluation (NCB4): Ref: HO 2025/09/92; Deputy Director: Case Management (NCB4): Ref: HO 2025/09/95; Assistant Director: Monitoring Services (NCB3): Ref: HO 2025/09/101;

THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES. Kindly amend the center of the following post: Registry Clerk (REF NO: 047) to North West- Region: Rustenburg, as advertised in the Public Service Vacancy Circular No 36 with the closing date of 17 October 2025.

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: kindly note that the post of Director: Finance, Ref No: 2025/123, in the Department of Public Works and Infrastructure as advertised on 03 October 2025 with the closing date of 17 October 2025 was erroneously advertised with incorrect Centre: Head Office, the correct Centre is Durban Regional Office.

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as member of the Audit and Risk Committee.

- APPLICATIONS** : A comprehensive Curriculum Vitae should be forwarded to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. Applications can also be emailed to: Recruitment42@csp.gov.za.
- CLOSING DATE** : 24 October 2025, NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.

OTHER POST

- POST 37/01** : **AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/13/2025 (1 POST)**
- SALARY** : Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparations and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a graduate qualification in the field of either Law, Accounting, Finance, Internal Auditing, or Risk Management. Applicants must have a sound experience in Internal and External Auditing, Governance and Risk Management, Strategy Development, implementation and Monitoring, and Legal. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes. Good communication skills, strong leadership skills, knowledge of Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service. Preference will be given to applicants in possession of a graduate qualification in the field of Law, CA (SA), CIA and MBA. Drivers License. Applicants should not be serving in no more than three (3) Committees. Preference will be given to Female candidates and/or previously disadvantaged persons.
- DUTIES** : The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit & Risk Committee Charter.
- ENQUIRIES** : Mr BK Shiphamele Tel: 012 4931 386
- APPLICATIONS** : Applications can also be emailed to: Recruitment42@csp.gov.za

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 24 October 2025 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 37/02** : **ASSISTANT DIRECTOR (INTERNAL SUPPORT): REF NO: DPSP/25/33/25**
- SALARY** : R582 444 – R686 091 per annum (Level 10)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Administration/Management or relevant qualification. A minimum of three (3) years' experience at supervisory level. Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Financial Management and must have intermediate Knowledge in Planning. Competencies/skills: Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making. Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, service oriented and Integrity, creative and Innovative, Professionalism, reliability. Flexibility. Teamwork and ethical.
- DUTIES** : Successful candidate will be responsible to provide a professional corporate administrative support services within the establishment of Defence Policy,

		Strategy and Planning Division and perform the following key functions: Manage processes for the development of divisional planning. Provide advice on the compliance with human resource prescripts. Provide recruitment, Performance Management Development System (PMDS) and Employee Health and Wellness (EHW) support. Provide financial support in conjunction with prescripts custodian. Provide records and resource management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z. Slabbert or Mr N.C. Sendall Tel: (012) 335 5634/5210
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001, may hand delivered to, Department of Defence, Armscor Building, cnr of Nossob- and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 37/03</u>	:	<u>LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT REF NO: DLSD/29/37/25/01</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.
	:	Grade 12 and an LLB Degree. (MR3 - LLB Degree plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus a minimum of 14 years post qualification experience in legal profession). Admission as an Attorney or Advocate is recommended. Special requirements (skills needed) Knowledge of the Constitution, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence and Administrative Law is required. Skills on Interpretation of Statutes and knowledge of litigation and litigation processes is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs.
<u>DUTIES</u>	:	Provide legal advice and support regarding the formulation of Departmental policies, to ensure the alignment of DoD policies with national legislation and/or with other prescripts. Facilitate the resolution of legal disputes regarding the interpretation or implementation of DoD policies. Provide sound legal advice/opinion on policy issues. Provide legal support with regard to formulation of policies, DODIs, DODDs and JDPs. Ensure alignment of DoD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of contracts. Assist with the facilitation of the PAIA, as well as POPIA process within the DoD. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Col E.O. Mothupi Tel: (012) 355 5383 and Lt Col A. Everitt, Tel: (012) 355 5334
	:	Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing street, Erasmuskloof, Pretoria 0001 or emailed to Mafemo.Majutla@dod.mil.za
<u>POST 37/04</u>	:	<u>LEGAL ADMINISTRATION OFFICER: HUMAN RESOURCE LEGAL SUPPORT REF NO: DLSD/29/37/25/02</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<u>CENTRE</u>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.

REQUIREMENTS

: Grade 12 and an LLB Degree. (MR3 - LLB Degree plus a minimum of 2 years post qualification experience in legal profession. MR4 -LLB Degree plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus a minimum of 14 years post qualification experience in legal profession). Admission as an Attorney or Advocate is recommended. Special requirements (skills needed): Extensive labour law background. Labour/Industrial relations background. MLP or other relevant experience for at least 3 years. Experience of handling of labour disputes and litigation. Background if industrial relations. Public service and military. Knowledge of Legal writing and drafting. The ability to conduct legal research using legal research programs. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and Communication skills (verbal and written). Strategic thinking ability.

DUTIES

: Provide specialist HR Legal advice. Represent and or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC and MBA matters. Instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. To develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting written legal opinions on the legality of MOU, provide negotiation support to DOD when required. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.

**ENQUIRIES
APPLICATIONS**

: Col E.O. Mothupi Tel: (012) 355 5383 and Lt Col A. Everitt, Tel: (012) 355 5334
: Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria,0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing street, Erasmuskloof, Pretoria 0001 or emailed to Mafemo.Majutla@dod.mil.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

<u>APPLICATIONS</u>	:	<p>Pretoria: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.</p> <p>Cape Town, Northern Cape, Western Cape Eastern Cape, Free State, Mpumalanga and Limpopo: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.</p> <p>KZN: Must be hand-delivered to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg, 3200</p>
<u>CLOSING DATE</u>	:	03 November 2025
<u>NOTE</u>	:	<p>Application must be submitted on a signed Z83 form obtainable from any Public Service Department, accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.</p>

MANAGEMENT ECHELON

POST 37/05 : **DIRECTOR: DEMAND MANAGEMENT SERVICES (REF NO: CFO13/2025)**

SALARY : R1 266 714 per annum (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Supply Chain Management or Logistic Management or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A postgraduate academic qualification (NQF8 and above) in Supply Chain Management will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within Supply Chain Management - Demand and Acquisition Management. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) upon appointment. In-depth knowledge of public sector procurement processes, including the supply chain legislative framework (PFMA, PPPFA, Treasury Regulations, PPR, etc.) Strong expertise in Demand Management, Strategic Sourcing methodologies, Sourcing Strategy Development, Specification/Terms of Reference Development. Proven ability to establish and manage demand management systems and internal controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the demand management function of the department. Ability to compile management reports on supply chain management performance. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours.

DUTIES : Development and implementation of demand management framework and strategies. Manage and consolidate the procurement requirements from Branches in line with the strategic plan of the department timeously. Manage a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Monitor and report on progress against the procurement plan. Manage the implementation of Central Supplier Database. Update and implement Central Supplier Database (CSD) in line with client/user requirements. Ensure compliant database with BEE targets and code of good. Facilitation of Bid Specification Committee meetings. Ensure that the specifications/terms of reference are in an unbiased manner to allow all potential bidders to offer their goods or services without favour or prejudice. Review and manage policies, instruction notes and supply chain performance. Monitor, analyse and implement SCM policies and National Treasury instruction notes. Review and implement sourcing strategy. Conduct supplier workshop and share the business opportunities available in the department (procurement plan) with potential service providers throughout the country. Oversee the audit findings and provide responses timeously. Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting). Ensure continuous improvements and controls

ENQUERIES : Mr M Makhathini, Tel: (012) 399 9515

APPLICATIONS : CFO13-2025@dffe.gov.za

POST 37/06 : **DIRECTOR: FORESTRY ADVISORY SERVICE (REF: FOM01/2025)**

SALARY : R1 266 714 per annum (all-inclusive annual salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Forestry or Natural Sciences or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years middle/senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG), upon appointment. Extensive knowledge of National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998 and policies impacting on the forestry sector. Knowledge of extension and advisory services. Knowledge of capacity building and skills development and programme implementation. Knowledge of government administrative procedures (PFMA

and treasury regulations). Planning, Monitoring & Reporting. Skills: Leadership and management, Strategic thinking, Analytical thinking, Conceptual, Problem solving, Process design, Expert level of computer literacy. Communication, especially in writing. Competencies: Strategic Planning. Strategic Capability and Leadership, Programme and Project Management, Financial Management. Problem Solving and Analysis. People Management and Empowerment. Excellent Communication.

DUTIES : Ensure coordination and facilitation of sector capacity building programmes. Ensure the development and implementation of the forestry capacity building strategy. Ensure that a skills audit is conducted in the areas identified by the Forestry Sector Masterplan. Promote partnerships with institutions involved in capacity building, Promotion of partnerships with institutions involved in Capacity Building, Ensure the Forestry workplace Skills Plan is developed annually. Ensure collaboration with forestry institutions of higher learning and the FP&M SETA to address skills issues for students and unemployed youth. Provide strategic leadership in the coordination and implementation of extension services. Ensure the development of norms and standards for extension services. Promote support of forestry SMMEs through extension approaches and techniques. Promote partnerships and support to extension agents in the sector. Ensure the establishment and maintenance of effective linkages and partnerships with relevant stakeholders for the support of forestry extension and advisory services in the sector.

ENQUIRIES : Mr Tebogo Mathiane (012 309 5701)
APPLICATIONS : FOM01-2025@dffe.gov.za

POST 37/07 : **DIRECTOR: STATE FOREST MANAGEMENT (REF: FOM07/2025)**

SALARY : R1 266 714 per annum (all-inclusive annual salary package)
CENTRE : Pietermaritzburg, KwaZulu-Natal
REQUIREMENTS : An undergraduate qualification in Forestry or Natural Sciences or equivalent qualification on (NQF7) within the related field as recognized by SAQA. A minimum Five (5) years of experience in the relevant field at a Middle /Senior managerial level. Successful Completion of the Public service Senior Management Leadership Programme. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG), upon appointment. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Finance Management Act (PFMA) and treasury regulations, the Public Service Act, Labour Relations Act etc. Knowledge of the Commercial Forestry Sector. Knowledge and understanding of National Priorities e.g. Accelerated and shared growth Initiative South Africa. Understanding of the Forest Sector broad-based black economic empowerment. Knowledge of relevant policies, legislations and frameworks relating to Forestry e.g. National Forest Act, National Veld and Forest Fire Act, National Industrial Policy Framework (NIPF). Knowledge of Enumeration of biological assets for collection of data. Financial Management. Project Management and strategic planning. Stakeholder Engagement. Sound research, organizing and analytical skills. Good Presentation skills Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.

DUTIES : Manage the plantations and implement the annual plan of operations for the plantations. Manage State Forests, personnel and associated assets. Develop and implement Fire Management Plans, Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement interventions. Stakeholder Liaison and Providing post settlement support and management of state forest Land and State Forest Land transfer.

ENQUIRIES : Ms M Leseke, Cell No: 072 199 1291
APPLICATIONS : FOM07/2025@dffe.gov.za

OTHER POSTS

POST 37/08 : **PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY-PILLAR 2 REF NO: BC13/2025**
 (Two Year Contract)

<u>SALARY</u>	:	R1 059 105 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Project management /Environmental Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in project management or relevant field of which (3) should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and experience with Global Environment Facility policies and procedures including log frames and similar project planning tools. Experience and knowledge in project/programme management and implementation. Experience in managing large multidisciplinary projects. Knowledge in Biodiversity Management; Experience in the monitoring and evaluation of internationally funded projects. Report writing experience. Knowledge in Financial and Procurement administrative procedures. Leadership and Management; Organisational and planning skills. Innovation and proactiveness; Ability to gather and analyse information. Good interpersonal relations skills; Conflict management and resolution. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide strategic leadership to the project team and oversee project implementation. Act as the national representative of the project at regional and international levels. Consult with different high-level project partners from relevant institutions to ensure scheduled project activities are completed successfully. Oversee public relations for the project. Coordinate effective communication amongst stakeholders at landscape, national and international level. Ensure high-level stakeholder engagement as well as political and community buy-in. Maintain good communication with other relevant projects and foster synergies and alignment with those projects. Serve as Secretary for the Technical Working Committee and Project Steering Committee in coordinating project implementation. Monitor implementation progress as well as financial and budgetary status of the project components in accordance with the annual workplan. Ensure that World Bank/GEF norms for monitoring and evaluation of project performance, output delivery and impact are applied. Manage the project budget. Facilitate the approval and endorsement of financial and procurement documentation of the national components of the project
<u>ENQUIRY APPLICATIONS</u>	:	Mr S Malete, Tel: (012) 399 9511
	:	BC13-2025@dffe.gov.za
<u>POST 37/09</u>	:	<u>PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7- HUMAN WILDLIFE CONFLICT REF NO: BC17/2025</u> Re-Advert (Three Year Contract)
<u>SALARY</u>	:	R1 059 105 per annum(all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Project management /Environmental Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in project management or relevant field of which (3) should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and experience with GEF policies and procedures including log frames and similar project planning tools. Experience and knowledge in project/programme management and implementation. Experience in managing large multidisciplinary projects. Knowledge in Biodiversity Management; Experience in the monitoring and evaluation of internationally funded projects. Report writing experience. Knowledge in Financial and Procurement administrative procedures. Leadership and Management; Organisational and planning skills. Innovation and proactiveness; Ability to gather and analyse information. Good interpersonal relations skills; Conflict management and resolution. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide strategic leadership to the project team. Act as the national representative of the project at regional and international levels. Consult with different high-level project partners from relevant institutions to ensure scheduled project activities are completed successfully. Oversee public relations for the project. Coordinate effective communication amongst stakeholders at landscape, national and international level. Ensure high-level stakeholder and policy buy-in. Monitoring inputs of partners, ensuring that project obligations are fulfilled in a timely and coordinated fashion. Manage

		Project Implementation Task Team and participate in Steering Committee meetings. Serve as Executive Secretary and provide support to the PSC in coordinating project implementation. Monitor progress of the project. Monitor the financial and budgetary status of the national components of the project. Ensure that UNEP/GEF norms for monitoring and evaluation of project performance, output delivery and impact are applied. Participate in the UNEP semi-annual field supervision missions.
<u>ENQUIRY APPLICATIONS</u>	:	Mr S Malete, Tel (012) 399 9511
	:	BC17-2025@dffe.gov.za
<u>POST 37/10</u>	:	<u>DEPUTY DIRECTOR: GREENING & LIVELIHOODS IMPLEMENTATION SUPPORT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 059 105 annum per annum (all-inclusive salary package).
	:	Bhisho, Eastern Cape (REF: FOM08/2025)
	:	Polokwane, Limpopo (REF: FOM09/2025)
	:	Bloemfontein, Free State (REF: FOM10/2025)
<u>REQUIREMENTS</u>	:	National Diploma (NQ6) in Forestry or Developmental Studies or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.
<u>DUTIES</u>	:	Manage the socio-economic development of the Forestry sector with reference to the livelihood programmes. Promote livelihoods and greening programmes locally, provincially and nationally through stakeholder liaison. Implement National Forestry Development Awareness Programmes and Campaigns. Ensure the implementation of forestry livelihood development and agroforestry. Manage and implement forestry greening and livelihood programmes and projects. Implement greening initiatives (Ten Million Trees) programmes. Provide technical advice and guidance on Forestry Development issues. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's) and private individuals and communities. Ensure the integration of Forestry Development into Local, Provincial and National Government Developments. Ensure the inclusion of Forestry Development on Provincial Growth and Development Strategies (PDGS), Spatial Development Frameworks (SDF) and Integrated Development Plans (IDP), Provide support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme. Sustainable Management of state nursery. Develop and implement the Annual Plan of Operations. Revenue collection. Manage the resources of the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Matsea, Cell No: 066 390 7000
	:	FOM08-2025@dffe.gov.za
	:	FOM09-2025@dffe.gov.za
	:	FOM10-2025@dffe.gov.za
<u>POST 37/11</u>	:	<u>DEPUTY DIRECTOR: FOREST RESOURCE PROTECTION (X2 POST)</u>
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (all-inclusive package)
	:	Bhisho, Eastern Cape (FOM11/2025)
	:	Pietermaritzburg, KwaZulu-Natal (FOM12/2025)
<u>REQUIREMENTS</u>	:	National Diploma (NQ6) in Forestry or Natural Resources or equivalent qualification within the related field. A minimum of five (5) years of experience in Forestry or related field, of which three (3) years should be at the entry managerial level (Assistant Director level or equivalent). Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998) and National Veld and Forest Fires Act, 1998 (Act No 101 of 1998). Knowledge of the Forestry and environmental management sector. Understanding of the Public Finance

		Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and analysis. Excellent Communication (verbal, presentation and report writing). Ability to work independently and efficiently under pressure. A valid driver's license and willing to travel.
<u>DUTIES</u>	:	Implementation, monitoring and evaluation of policy instruments. Ensure effective implementation of policies, legislation, strategies, action plans, guidelines, norms and standards for forestry legislation (NFA and NVFFA). Enumeration for collection of data. Ensure compliance and enforcement of the NA while advocating co-operative governance. Provide support to the Fire Protection Association in terms of the NVFFA provisions. Implement capacity building and training on forestry legislation. Conduct training and awareness to various stakeholders including SAPS, Prosecutors, Magistrates, FPAs on the provisions of the forestry legislation (NFA and NVFFA). Ensure Integrated Fire Management through collaboration of all stakeholders, Ensure establishment, compliance, and functionality of Fire Protection Associations
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Ndou, Tel: 066 019 1221
	:	FOM11-2025@dffe.gov.za
	:	FOM12-2025@dffe.gov.za
<u>POST 37/12</u>	:	<u>DEPUTY DIRECTOR: STATE FOREST MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 059 105.per annum per annum (all-inclusive salary package).
	:	Nelspruit, Mpumalanga: (REF: FOM13/2025)
	:	Makhado, Limpopo: (REF: FOM14/2025)
<u>REQUIREMENTS</u>	:	National Diploma (NQ6) in Forestry or Developmental Studies or relevant qualification within the related field. A minimum of five (5) years' experience in Commercial Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), including other relevant Acts such as NEMA, NEMBA, and Protected Areas. Knowledge and management of Plantation Forestry and Environmental Management Sector. Knowledge and experience in Enumeration and management of biological assets for collection of data. Financial Management. Project Management and strategic planning. Stakeholder Engagement. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.
<u>DUTIES</u>	:	Managing and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement Annual Plan of Operational APOs that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Ensure business processes for Sustainable Forest Management (SFM) are developed, implemented, reviewed, and disseminated to all forest managers within the plantations. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations. Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region. Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations. Ensure that revenue collection in the plantations is in line with finance policies and prescripts. Monitor forest protection for risk and mitigation. Develop and implement Fire Management Plans for estates/plantations. Strengthening human resource development, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Participate in the Fire Protection Association activities in the region. Facilitate the establishment of liaison Forums and manage stakeholder liaison. Participate in the forestry provincial development forums and development initiatives by other organisations
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Leseke, Cell No: 072 1991 291
	:	FOM13-2025@dffe.gov.za
	:	FOM14-2025@dffe.gov.za

POST 37/13 : **DEPUTY DIRECTOR: FOREST SECTOR ANALYSIS (REF NO: FOM16/2025)**

SALARY : R1 059 105 per annum (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Forestry or Natural Sciences or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Forestry and Environmental Management Sector, Project and Programme Management, Public Finance Regulations, Public Service Regulations, Knowledge of all relevant Acts such as NFA, NEMA, NEMBA, Protected areas and NVFFA. Knowledge of enumeration for collection of data. Ability to work under pressure, communication skills (written and verbal), Facilitation and negotiation skills, Planning and organising, Leadership skills, Planning and Execution, Financial Management and report writing skills. A valid Driver's license and willingness to travel.

DUTIES : Develop statistics and trend analysis pertaining to the Forest Sector. Ensure the analysis, interpretation and provision of relevant data and information to various stakeholders. Perform triennial analysis of the State of Forest and periodic forest resource assessment to provide forest sector trends. Develop periodic and on-demand qualitative analysis and report on specific forest-sector issues. Coordinate reporting on forestry matters at a national and international level and ensure effective representation of the forestry sector. Develop Forestry Sector Reports. Ensure the publishing of reports on Commercial Timber Resources and Primary Roundwood Processing in South Africa (Commercial Timber Statistics). Manage publication of the state of forestry reports. Provides input towards reports commissioned by other sister Departments and other role players. Provide technical information on forest resources and Forestry. Provide forestry technical advice on the development of Forestry Sector strategies. Consolidate inputs and comments from internal and external stakeholders. Ensure the publishing of forestry related articles in various platforms. Oversee the management of an efficient knowledge and information programme for the forest sector. Ensure compliance with regional/international conventions, Agreements and processes. Produce reports based on the Joint Forest Sector Questionnaire and submit to the Food and Agriculture Organization of the United Nations (FAO). Participate and produce country reports towards the Global Forest Resources Assessment Programme led by the FAO.

ENQUIRIES : Ms. Hlobisile Sithole, Cell No: 082 683 5606
APPLICATIONS : FOM16-2025@dffe.gov.za

POST 37/14 : **DEPUTY DIRECTOR: FOREST BASED ENTERPRISES REF NO: FOM17/2025)**

SALARY : R1 059 105 per annum (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Forestry or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge in the regulation of natural resources. Knowledge of government administrative procedures (PFMA and treasury regulations). Stakeholder Engagement. Strategic thinking and Leadership Management. Problem Solving skills. Expert Level of Computer Literacy. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.

DUTIES : Manage small growers' initiatives and programmes. Develop initiatives to support small growers in the affected provinces. iv. Provide small-scale technical advice and support to forestry small growers. Facilitate access to market, funding and certification for SMMEs. Conduct Profiling of SMMEs within the province. Facilitate and coordinate small grower timber production

		enterprises. Coordinate the implementation of the afforestation programme. Collaborate with the private sector on support mechanisms for small growers in the sector. Facilitate and coordinate non-timber forest products enterprises. Develop and implement a strategy framework for Non-Timber Forest Products. Establish structures to coordinate efforts to support small growers and timber and Non-Timber Forest Product enterprises. Ensure effective coordination and hosting of the sessions for these structures in provinces.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms O Zikhali, Cell No: 060 973 4232
	:	FOM17-2025@dffe.gov.za
<u>POST 37/15</u>	:	<u>DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND COORDINATION REF: BC15/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (all-inclusive salary package)
	:	Pretoria
	:	National Diploma (NQ6) in Public Management or Administration or equivalent qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in information management, of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of project planning methodologies such as critical path planning. Knowledge of computers and database/spreadsheet/ word processing software. Biodiversity Management Conservation Management. Public Administration. Project Management. Public service prescripts and procedure. Ability to conceptualize and organize project planning process. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people. Skills: Computer literacy. Excellent communications and leadership skills. Excellent planning and organizational skills Problem-solving skills. Ability to accurately review and complete detail-oriented information and projects. Ability to conceptualize and organize project planning process. Personal attribute: Team player; Goal orientated; Working under pressure; Loyalty; Commitment; Honesty and integrity; Enthusiasm; Reliability; Personal presentation; Positive self-esteem; initiative and creativity; Self-Motivation; Adaptability; Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people.
<u>DUTIES</u>	:	Manage and coordinate the implementation of bilateral activities arising from the biodiversity related Memoranda of Understanding with other countries. Ensure implementation and reporting on the progress, the outcomes approach in terms of Outcome 10 and outcome 7. Facilitate the development of implementation agreements with stakeholders for the advancement of the biodiversity science/policy interface. Provides advice to participants; serves as a liaison, analysing information, providing documentation, and preparing reports. Develop a set of national indicators for biodiversity and conservation for long term monitoring. Implement a system to track indicators over time and compile reports. Provide secretariat functions for stakeholder engagement platforms (Convention on Biological Diversity (CBD), Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)
<u>ENQUIRY APPLICATIONS</u>	:	Mr S Malete (012) 3009511
	:	BC15-2025@dffe.gov.za
<u>POST 37/16</u>	:	<u>DEPUTY DIRECTOR: BUDGET REPORTING (REF NO: CFO19/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (all-inclusive salary package)
	:	Pretoria
	:	National Diploma (NQF 6) in Accounting or Finance or relevant qualification within the Financial Management field as recognised by SAQA. A minimum of five (5) years' experience in Management Accounting environment of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Training in MS Office packages (Word and Excel specifically at Intermediate level), BAS & Vulindlela. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and assets of the department. Ability to develop and apply policies. Advanced skills in financial; project management; Good interpersonal relations; Stakeholder engagement; Research skills; Financial Management; Change Management and knowledge management; Problem Solving and Analysis and People

		Management and Empowerment. Ability to work individually and in team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Undertake financial planning, budgeting, and reporting work to ensure that information for planning purposes is collected and analysed properly, manage, review, analyse and quality assure the budget preparation process and coordinate, review, analyse and quality assure the management accounting reporting processes. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the roll-over, adjustment estimates (ENE), and virement process to ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers and that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Donor funding management of expenditure and reporting. Develop and manage the operational plan of the sub-directorate and report on progress as required. Maintain discipline and quality control of work delivered by employees.
<u>ENQUERIES APPLICATIONS</u>	:	Ms D Malibe, Tel: (012) 399 9146
	:	CFO19-2025@dffe.gov.za
<u>POST 37/17</u>	:	<u>SCIENTIST PRODUCTION GRADE A: AQUACULTURE INNOVATION & TECHNOLOGY DEVELOPMENT REF NO FIM06/2025</u>
<u>SALARY CENTRE</u>	:	R761 157 per annum (all-inclusive remuneration package)
	:	Aquaculture Technology and Demonstration Centre (ATDC), Gariep Dam, Free State
<u>REQUIREMENTS</u>	:	Bachelor's (BSc) Honours Degree (NQF8) in Aquaculture/ Agriculture/ Ichthyology/ Aquatic Parasitology/ Zoology or equivalent qualification within the related field as recognised by SAQA. Three (3) years' post-qualification experience in aquaculture research and compulsory registration with the SACNASP as a Professional Natural Scientist. Theoretical and practical knowledge of aquaculture production systems, inland fisheries, breeding and aquatic animal health and welfare. Proven ability to carry out quantitative analysis and report and peer reviewed scientific publication writing and scientific reviews. Knowledge of animal ethics as it relates to animal research. Familiar with software applications and statistical analysis of data. Knowledge of animal ethics as it relates to animal and applied aquaculture research. Practical aquaculture breeding, aquatic animal handling and biosecurity skills. Good communication, analytical and problem solving and analysis skills. A valid driver's licence.
<u>DUTIES</u>	:	Undertake basic and applied aquaculture and inland fisheries research on priority species in line with the Aquaculture Research and Technology programme and inland fisheries policy. Provide information on new technologies and research developments through continuous professional developments. Perform scientific analysis and regulatory functions. Gather, interpret and statistically evaluate empirical and experimental data to inform policy and practice. Compile detailed technical and scientific reports, proposals, concept notes and policy briefs for departmental identity and consolidate sectoral needs for methodologies and decision-support tools in inland aquaculture and inland fisheries. Monitor and evaluate aquaculture research programmes and demonstrate activities. Support the ATDC with optimizing breeding and hatchery programmes. Maintain effective stakeholder and client relationships to promote adoption of best practices and evidence-based approaches. Mentor, train and supervise candidate scientists, interns, students and aquaculture technicians at the ATDC and provide structured learning and development opportunities to support growth of technical capacity in the sector
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Bernatzeder, Tel No. (082) 687 5333
	:	FIM06-2025@dffe.gov.za
<u>POST 37/18</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM07/2025</u>
<u>SALARY CENTRE</u>	:	R612 480 per annum
	:	Cape Town (Foretrust Building)

<u>REQUIREMENTS</u>	:	Four (4) year Degree (NQF8) in Natural/ Environmental Sciences or equivalent within the related field as recognised by SAQA. Six (6) years' experience in the marine environment field. Knowledge of the Marine Living Resources Act (MLRA) and other legislation related to Aquaculture. Understanding of environmental impact assessment. Knowledge and understanding of environmental management principles, laboratory procedures and data analysis. Experience in administrative procedures and database development and management. Understanding of policy and legislation development. Proven research methodology (interpretation of findings), project management skills. Communication, interpersonal and problem-solving skills.
<u>DUTIES</u>	:	Manage the granting of rights in accordance with section 18 of the MLRA and other legislation. Coordinate the assessment process of the Marine Aquaculture Rights application. Monitor efficiency throughout the assessment process to ensure that the service standard is met. Review, develop and monitor the implementation of marine aquaculture industry related policy and legislative guidelines. Manage the issuing of permits in accordance with section 13 of the MLRA. Oversee the processing of permits and exemptions. Ensure quality output on the permit applications submitted. Check and monitor progress to ensure service standards are met. Advise potential farmers, new applicants, and existing permit holders on permit application procedures, conditions and requirements. Monitor compliance to all relevant legislative provisions and report non-compliance to relevant authorities. Oversee site visits and inspections of aquaculture facilities to ensure compliance with legislation. Oversee aquaculture authorisation advisory services to stakeholders and ensure that quality information is provided. Provide and manage administrative, information management, and personnel management with regards to aquaculture authorisation. Provide mentorship, peer review of documentation and quality control. Oversee improved performance, capacity building and skills development for aquaculture authorisation officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A Njobeni, Tel No. (082) 924 0101
	:	FIM07-2025@dffe.gov.za
<u>POST 37/19</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI LEGAL SUPPORT (RCSM08/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum
	:	Pretoria
	:	Four-year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field as recognised by SAQA, plus six (6) years' post qualification experience in the relevant field. A postgraduate qualification in Environmental Law would be an added advantage. Understanding of environmental, administrative, criminal and Constitutional law and its application to the environmental compliance and enforcement management system. Ability to apply legal aspects to practical environmental compliance and enforcement matters. Excellent written and verbal communication skills, particularly with regard to the drafting of legal opinions which supports the work of Environmental Management Inspectors across the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and co-operative governance. Knowledge in general government administrative, financial and procurement procedures and processes Leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. Ability to work independently, or as part of a team. Must be able to work in a meticulous manner, under pressure and conform to deadlines determined by supervisor. Be willing to travel and in possession of a valid driver's license.
<u>DUTIES</u>	:	Support the work of Environmental Management Inspectors by providing written and verbal responses to requests for legal support or advice from environmental compliance and enforcement stakeholders, including Environmental Management Inspectors and other regulatory authorities. Obtain legal counsel's opinion where required. Support responses to requests submitted in terms of Promotion of Access to Information Act 2 of 2000 (PAIA). Undertake a legal review of draft documents developed by Environmental Management Inspectors, including formal correspondence, notices, directives etc. Provide proactive legal support and advice in the form of legal advisories, opinions and case summaries relating to environmental compliance and

enforcement. Review, develop, maintain and update appropriate legislation, policies, procedures and guidelines in support of the Environmental Management Inspectorate. Assess, develop, update, maintain and procure compliance and enforcement information resources, including relevant publications and manuals, as well as electronic information resources and platforms. Contribute legal content to publications, including annual reports and quarterly newsletters. Draft and review memorandums of agreement/understanding with external stakeholders relating to environmental compliance and enforcement. Provide legal support to facilitate compliance and enforcement capacity development within the Inspectorate.

ENQUIRIES
APPLICATION

: Mr Mark Jardine Tel: 012 399 9497
: RCSM08-2025@dffe.gov.za

POST 37/20

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: (RCSM07/2025)**

SALARY
CENTRE
REQUIREMENTS

: R612 480 per annum
: Pretoria
: Four (4) year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field as recognised by SAQA, plus six (6) years' post qualification experience in the relevant field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Excellent written, verbal and visual communication skills, including the ability to develop training curriculum. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Strategic, problem-solving and organisational skills. Knowledge in general government administrative, financial and procurement procedures and processes. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer responsiveness with a focus on skills and capacity development objectives. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

DUTIES

: To plan, implement, facilitate and participate in the national environmental compliance and enforcement (basic and specialised) capacity-building programme for Environmental Management Inspectors; as well as other relevant regulatory authorities, including South African Revenue Service: Customs (SARS), South African Police Service (SAPS), National Prosecuting Authority (NPA) and the Border Management Authority (BMA) etc. Administer and facilitate venue procurement oversight, presenter logistics, assessments, curriculum development and review and record keeping. Implement a monitoring and evaluation process in respect of the national compliance and enforcement programme. Provide capacity development support to operational projects of national, provincial and municipal Environmental Management Inspectors and other compliance and enforcement role-players. Liaise and collaborate with international and domestic environmental authorities and donors as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Develop appropriate training curriculum to be delivered through the national environmental compliance and enforcement capacity-building programme. Monitor the procurement of venues and initiate and administer other related goods and services (including training-related presenters, equipment, publications etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

ENQUIRIES
APPLICATION

: Mr Mark Jardine Tel: 012 399 9497
: RCSM07-2025@dffe.gov.za

POST 37/21

: **CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY GLOBAL CHANGE: REF NO: BC14/2025)**

SALARY
CENTRE
REQUIREMENTS

: R612 480 per annum
: Pretoria
: Four (4) year Degree (NQF8) in Natural/ Environmental Sciences or equivalent qualification within the related field, as recognised by SAQA, plus six (6) years

		post qualification experience in the relevant field. Appropriate experience in the development, coordination, facilitation and implementation of Biodiversity and Climate change strategies and policies. Knowledge of multilateral Environmental Agreements relating to biodiversity and climate change. Good knowledge and understanding of biodiversity and climate change as well as Ecosystem based Adaptation (EbA) and /or Nature based solutions. Project management skills, interpersonal skills, presentation skills, ability to interact professionally with a wide range of stakeholders, planning and organizational skills and an ability to write and interpret technical reports. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the development and implementation of climate change adaptation tools for the biodiversity and ecosystems sector. Provide support in the implementation of the Ecosystem based Adaptation strategy and associated guidelines. Convening of the Ecosystem based Adaptation community of practice. Provide technical support in the coordination, integration of Ecosystem based adaptation across government sectors and institutions to identify opportunities for strengthening EbA Outcomes. Provide technical support with the coordination and implementation of multilateral Environmental Agreements. Provide technical line function support and advice to other Sub-Directorates within the Directorate as well as intergovernmental and national structures including clients within the public service, private sector and civil society on biodiversity and climate change matters and issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Barney Kgope, Tel: (012 399 9165)
	:	BC14-2025@dffe.gov.za
<u>POST 37/22</u>	:	<u>CONTROL BIODIVERSITY OFFICER GRADE A: WILDLIFE ECONOMY MSMEs SUPPORT SERVICES REF: BC16/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum
	:	Pretoria
	:	Four (4) year Degree (NQF8) in Environmental Management/ Natural Sciences / Natural Resource Economics or equivalent qualification within the related field as recognised by SAQA, plus six (6) years post qualification experience in the relevant field. Knowledge of the NEMA; NEMBA; NEMPAA, NBES, CBD, CITES and White Paper on Conservation and Sustainable Use of South Africa's Biodiversity. Knowledge of general government administrative procedures and processes (PSA & PSR). Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Knowledge and in-depth understanding of the Biodiversity Operation Phakisa. Skills: Planning skills; Good communication skills; Negotiations skills; Policy development; Computer literacy and Creativity; Report writing skills and Organisational skills. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution.
<u>DUTIES</u>	:	Support to Micro, Small, and Medium Enterprises (MSMEs) within the wildlife sector. Identify and enter into partnerships to facilitate MSMEs growth and for the implementation of the Wildlife Economy Lab outcomes. Undertake scientific and economic research relevant to the wildlife sector. Coordinate reporting of the wildlife sector in terms of jobs created and economic contribution. Participate in the development, review and implementation of the Biodiversity Economy Satellite account. Monitor, review, and evaluate progress on implementation plans. Support and encourage product owners to obtain all operating licenses for all relevant products in their respective game farms or wildlife ranches. Facilitate post-game donation or custodianship support initiatives such as recruitment of Wildlife Extension Officers.
<u>ENQUIRY APPLICATIONS</u>	:	Ms L Tshitwamulomoni, Tel:012 399 9611
	:	BC16-2025@dffe.gov.za
<u>POST 37/23</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS (REF: CCAQ09/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum
	:	Pretoria
	:	Four (4) year Degree (NQF8) in Environmental Management/ Natural Sciences or equivalent qualification within the related field as recognised by SAQA, plus

six years post qualification experience in the relevant field. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Climate Change legislation policies and Strategies. Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyse information. Climate change models. Ability to conduct social economic analysis. Skills: Data collection and analysis. Climate change modelling. Climate Change Scenario Development. Systems thinking and dynamics. Basic modelling skills; Coordination skills' Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organisational skills and Computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative. Responsibility and loyalty.

DUTIES : Facilitate the collection of greenhouse related data and Climate change mitigation Information for the country. Ensure the facilitation and conduction climate change mitigation research, analysis and studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.

ENQUIRY APPLICATIONS : Mr. P Mabina, Tel (082) 537 4924
: CCAQ09-2025@dffe.gov.za

POST 37/24 : **ASSISTANT DIRECTOR: NON-INFRASTRUCTURE PROGRAMMES (EP20/2025)**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: North-West Province
: National Diploma (NQF6) in Environmental Science/Environmental Management or equivalent qualification within the related field as recognised by SAQA. A minimum of three (3) years in a Project Management role. Appropriate biological sciences knowledge. Strong experience in Natural Resource Management. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and good communication skills. Ability to compile reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. A Valid drivers' licence as well as above average numerical literacy.

DUTIES : Coordinate the implementation of Environmental Programmes Non-Infrastructure projects. Assist with administration of MOAs and contracts signed with entities and service providers. Support the recruitment process of create work opportunities of EPWP. Assist with monitoring and reporting of expenditure progress for budget allocated for project operations. Conduct monthly project performance review with service providers and entities. Ensure compliance with Environmental Programmes Non-Infrastructure projects. Conduct regular sit inspection on all current and completed projects sites. Verify accuracy and compliance of in-field project site clearing data. Conduct project risk assessment to identify, implement and report on mitigations and control improvements. Facilitate the development and review of project operational plans. Assist with drafting, review and approval of annual detailed project plans. Assist with mid-term revision APP targets and budgets for project under implementation. Facilitate the stakeholder's engagement through identification and engage with relevant stakeholders to support the implementation of projects. Liaise with relevant organs of state to ensure coordination and partnerships at district and local level concerning planning and implementation of invasive alien plants. Participate in the implementation of public environmental awareness and education programmes.

ENQUIRIES APPLICATIONS : Mr UR Bahadur, Tel: 012 252 0263
: EP20-2025@dffe.gov.za

POST 37/25 : **ASSISTANT DIRECTOR: WOODLAND AND INDIGENOUS FOREST MANAGEMENT (BC18/2025)**

SALARY : R582 444 per annum
CENTRE : Eastern Cape
REQUIREMENTS : National Diploma (NQF6) in Forestry or Nature Conservation or Environmental Science or equivalent qualification within the related field. Three (3) years' experience in Indigenous Forestry or Provincial or National Parks or related field. Knowledge, and evidence of application of the following legislation: National Forest Act 1998 (Act 84 of 1998), National veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998) and NEMPA including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Knowledge of Environmental Treaties. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA) and Treasury Regulations, Occupational Health and Safety (OHS), Performance Management systems). Knowledge of Environmental Impacts Assessments and Geographical Information System (GIS) techniques. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driver's License and Willingness to travel.

DUTIES : Ensure sustainable management of woodlands and indigenous forests through promoting use of forests for various purposes. Provide support with the issuing and/or approve licenses for different use in the state indigenous forest as per the National Forest Act (NFA) delegations. Coordinate the identification of Rare, Threatened and Endangered species (RTEs) within the state forests as per the Principle, Criteria, Indicators and Standards Framework (PCI&S). Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Develop and monitor the implementation of the Directorate Business Plan, including the rehabilitation programmes, stakeholders' engagement campaigns. Promote the expansion of new woodland coverage, and where possible, the restoration/rehabilitation of ancient woodland. Conduct ecological forest monitoring and research. Monitor and support the implementation of capacity building and environmental empowerment strategies. Facilitate the creation of work opportunities through the EPWP. Facilitate the supply of PPE and Equipment. Ensure Health and safety of the employees in the workplace. Management and supervision of employees.

ENQUIRIES : Dr T Ramatshimbila, Cell No: 082 804 7621
APPLICATIONS : BC18-2025@dffe.gov.za

POST 37/26 : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT (REF: ODG04/2025)**

SALARY : R468 459. per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public Management or Administration or Business Administration or relevant administration-related qualification as recognised by SAQA. A minimum of three (3) years' proven experience within secretariat field, governance coordination or executive roles. Knowledge of Public service prescripts, administrative procedures, Project Management, Intergovernmental Relations, Treasury Regulations and Financial Regulations. Advanced proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint). Excellent minute-taking, report writing and follow-up skills. Ability to successfully manage a wide network of relationships. Good interpersonal relations. Strong analytical, interpersonal, and problem-solving abilities. Ability to handle sensitive information/documents confidentiality and maintain high level of integrity and objectivity. Ability to work independently and in a team and manage tight deadlines across multiple government platforms. Experience in managing engagements across senior executive levels, including Ministers, Deputy Ministers and Director-General. Sound organizing skills, strong communication skills (verbal and written).

DUTIES : Provide Secretariat support to the Departmental Management Meetings for Minister and Deputy Minister's. Provide Secretariat Executive support for the Director-General's Departmental Management meetings, Bilateral with Public Entities and Departmental Makgotla. Manage logistics, compile meeting packs,

		take accurate minutes, and track action items. Coordinate with internal and external stakeholders to ensure smooth committee operations.
<u>ENQUIRIES</u>	:	Mr M Madingwane, Tel: 012 399 9880
<u>APPLICATIONS</u>	:	ODG04-2025@dffe.gov.za
<u>POST 37/27</u>	:	<u>ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO: BC19/2025)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Eastern Cape (Bomvane Estate)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Forestry or equivalent qualification within the related field, coupled with a minimum three (3) years relevant experience in Indigenous Forest Management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), National Environmental Management Act (NEMA), National Environmental management: Protected Areas Act (NEMPA), other environmental legislations and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Indigenous Forestry and Protected areas operational processes. Skills: People management and empowerment, financial management, Project and programme management, Communication (written and verbal), Leadership, Facilitation and negotiation skills, Planning and execution. Ability to work long hours, to apply policies. work individually and in team, work with difficult persons and to resolve conflict, Innovative and proactive. A valid driver's license.
<u>DUTIES</u>	:	Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.
<u>ENQUIRIES</u>	:	Enquires: Dr. TV Ramatshimbila Tel No: (012) 309 5716
<u>APPLICATIONS</u>	:	BC19-2025@dffe.gov.za
<u>POST 37/28</u>	:	<u>SENIOR FORESTER: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: BC20/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Forestry/ Nature Conservation or equivalent qualification within the related field. A minimum of two (2) years of experience in Indigenous Forest Management or related field. Knowledge of all relevant acts such as National Forests Act, 1998 (Act No 84 of 1998) (NFA), National

		Veld Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Public Service Act (PSA), Public Finance Management Act (PFMA). Skills: Knowledge of forest management sector, computer, people management, leadership, planning and organising, financial management, Environmental Impacts Assessments and Geographical Information System (GIS) techniques. A valid driving license.
<u>DUTIES</u>	:	Implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Maintenance of forests roads, official buildings (e.g., offices, stores, gardens, staff houses, ablution facilities, hiking huts, camp sites, picnic sites, etc.) Maintenance of Forest boundary beacons and fences. Assist in preservation of forest biodiversity to ensure the continued livelihood within the forest estate, assist in the development and implementation of the management plan for the forest estate, which deals with the following: rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of the National Forest Act, 1998 (Act No. 84 of 1998), as amended and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), as amended. Recording and monitoring and recording of rare, threatened, and endangered species, Implementation of invasive alien plant control, implementation of the PCI&S framework. Management of woodlots associated with some indigenous forests. Promote environmental awareness and manage relationships with all affected stakeholders: Presentations to visitors, schools, and communities. Capacity building of local communities in forest related legislations. Promote, facilitate, and monitor forest access by users and visitors. Promote tree planting and relevant environmental campaigns. Manage risk and security aspects of the forest estate. Staff supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K. Ncisanana, Cell No: 040 492 0089
	:	BC20-2025@dffe.gov.za
<u>POST 37/29</u>	:	<u>PROJECT COORDINATOR: EP NON-INFRASTRUCTURE PROGRAMMES (REF: EP16/2025)(X3 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Pretoria
	:	National Diploma (NQF6) in Natural Science/Environmental Management or equivalent qualification within the related field as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
<u>DUTIES</u>	:	Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which governs alien vegetation control. Render projects close out services by conducting final site inspections and facilitating the handing over of cleared land to the land user.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LP Mabuza Tel: 012 399 9632
	:	EP16-2025@dffe.gov.za
<u>POST 37/30</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PELAGIC AND HIGHSEAS FISHERIES MANAGEMENT REF NO FIM08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Cape Town (Foretrust Building)
	:	National Diploma (NQF level 6) in Public Management/ Public Administration or equivalent administration-related qualification as recognised by SAQA. A minimum of two (2) years' experience in administration, stakeholder engagement and management, implementation of legislation and policies. Knowledge of the Marine Living Resources Act, 1998 (Act No.18 OF 1998),

DUTIES

Public Service Act and the PFMA. Knowledge and experience in financial and procurement procedures. Proven knowledge and experience in project management. Computer skills.

: Implement regulatory processes within the Department. Verify and validate catch permits within the small pelagic fisheries sector. Processing of the following permit types: Fish processing establishments, exemptions, exports, imports and transport. Provide input towards drafting submissions for total allowable catch in the small pelagic fisheries. Coordinate and facilitate stakeholder participation. Handle logistics in convening management working group meetings and road shows. Compile reports/ draft minutes for road shows and meetings. Consult and communicate with stakeholders in addressing queries related to permits and other fisheries management related issues. Provide support towards management decisions for the small pelagic sector. Verify right holder quota accuracy for the small pelagic fisheries permits. Refer cases of non-compliance to relevant authorities. Provide support towards data management. Facilitate input for database in respect of incoming and outgoing documents. Maintain and update rights register on Marine Administrative System (MAST).

**ENQUIRIES
APPLICATIONS**

: Mr. J De Goede, Tel No. (083) 461 4522
: FIM08-2025@dffe.gov.za

POST 37/31

: **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: GHG INVENTORY
AND SYSTEMS (REF: CCAQ10/2025)**

**SALARY
CENTRE
REQUIREMENTS**

: R343 842 per annum
: Pretoria
: National Diploma (NQF6) in Natural/ Environmental Science or equivalent qualification within the related field as recognised by SAQA, coupled with a minimum of one (1) year experience in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Knowledge of and experience in using 2006 IPCC guidelines. Good understanding and knowledge of emission estimation methodologies and sequestration processes, as well as sources and sinks in the respective sectors. Good analytical and mathematical competency. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Skills: Data collection and analysis; Analytical thinking; Coordination skills; Programme and Project Management; Information management; Customer focus and responsiveness; Report writing skills; Organisational skills and Computer Literacy. Good interpersonal relations skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES

: Lead the compilation and review of South Africa's greenhouse gas inventory. Support the operationalization of the national system for the greenhouse gas inventory. Evaluating GHG inventory improvement themes from previous emissions inventories. Ensure that data gaps are resolved for subsequent inventories. Plan and implement GHG inventory improvement programmes. Administer the national GHG emissions reporting programme for South Africa.

**ENQUEIRIES
APPLICATIONS**

: Ms S Mashele, Tel (012) 399 9195
: CCAQ10@dffe.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE
FOLLOWING PERMANENT VACANCIES**

OTHER POSTS

<u>POST 37/32</u>	:	<u>SENIOR STUDENT SUPPORT OFFICER: REF NO:CORP/SSO/05</u> Student Support Services
<u>SALARY</u>	:	R397 116.per annum plus benefits (Level 8)
<u>CENTRE</u>	:	Western TVET College - Corporate Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric/ NCV Level 4 Certificate. A bachelor's degree in psychology/ Bachelor of Arts in Social Work or equivalent qualification. 3 – 5 years of relevant work experience in Student Support Administration/Teaching and Learning environment or related field. Must have a valid driver's license. Must be computer literate. Supervisory experience will be an added advantage. Knowledge: Knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills. Knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme and other related legislation. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the PSET sector. Knowledge of Education Act. Competencies & Skills: Administrative, Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management.
<u>DUTIES</u>	:	Ensure the provisioning of Pre Entry, on course and Exit Support for students. Ensure the provisioning of career guidance, placement assessment for students. Ensure the provisioning of student counselling and academic support. Facilitate student governance and student leadership development and exit support programme. Ensure the overall supervision and proper coordination of Student Support Services. Ensure the overall supervision and proper implementation of student work placement and Work Integrated Learning (WIL) policies. Ensure the overall supervision and facilitation of student governance, student leadership development and exit support programmes. Ensure the overall supervision and implementation of sport, recreation, arts and culture. Ensure the management of human, physical and financial resources. Ensure the provision of health and wellness for the College. Provide structured exit support to assist students with career placement, further studies, and transition into the workforce. Create an alumni database to track and engage former students at the college. Provision of administrative support and comply with DHET and College Policies and Procedure.
<u>ENQUIRIES</u>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to recruitment2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial

disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<u>CLOSING DATE</u>	:	24 October 2025 at 12:00
<u>POST 37/33</u>	:	<u>STATE ACCOUNTANT: PAYROLL/FINANCIAL ACCOUNTING REF NO:CORP/SA/04</u> Financial Services
<u>SALARY</u>	:	R325 101.per annum plus benefits (Level 7)
<u>CENTRE</u>	:	Western TVET College - Corporate Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 or NCV L4 certificate plus a recognised 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting (NQF level 6/7) as recognised by SAQA or relevant qualification. 2 to 3 years relevant work experience in financial management environment. Knowledge of any basic financial operating systems (e.g. Pastel, PERSAL, BAS, LOGIS etc. Competencies, Knowledge and Skills: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Added advantages: BAS and PERSAL certificate and Driver's license. Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR). Knowledge of any financial operating systems (PASTEL, PERSAL, BAS, LOGIS). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.
<u>DUTIES</u>	:	Implementation of Budget Control and expenditure, assist with budget control overspending in the institution, verify and validate information collected from budget holders. Compare and verify the comparison of expenditure against the budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Provide support in terms of Accounts Control. correct errors to ensure that amount in the Pastel system are accurate, valid and complete. Provide support on income and expenditure management. Prepare bank reconciliation where required, ensure that salaries control and related are reconciled and cleared monthly, ensure that debit orders are valid, accurate and complete. Assist with any ad hoc and other requests within the Finance division. Prepare monthly income and expenditure reports for management and council committees. Gather and summarise financial data and compile financial reports. Prepare and reconcile for monthly creditor's, monitor creditors age analysis, assist with key lead schedules for the annual financial audit and respond to audit queries. salaries and debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 Please hand deliver your application or email it to recruitment2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation

report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<u>CLOSING DATE</u>	:	24 October 2025 at 12:00
<u>POST 37/34</u>	:	<u>CLEANERS: REF NO: CORP/CLEANER/06 AND KC/CLEANER/07 (X2 POSTS)</u> Cleaning Services
<u>SALARY</u>	:	R138 486 per annum plus benefits (Level 2)
<u>CENTRE</u>	:	Corporate Office and Krugersdorp Central
<u>REQUIREMENTS</u>	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
<u>DUTIES</u>	:	Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
<u>ENQUIRIES</u>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to recruitment2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	24 October 2025 at 12:00

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>	:	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
<u>CLOSING DATE</u>	:	27 October 2025
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post. 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 POST

<u>POST 37/35</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: LOGISTICS AND ACQUISITION MANAGEMENT REF NO: 25/104/FMS</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>	:	National Office: Pretoria
	:	Grade 12 certificate or equivalent. Skills and Competencies: Computer literacy (MS Word; Excel, Power Point and Outlook); Planning and organizing skills; Communication (written and verbal) skills; Good interpersonal relations skills; Administrative skills; customer service orientated;
<u>DUTIES</u>	:	Key Performance Areas: Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services.
<u>ENQUIRIES</u>	:	Ms. A van Ross Tel No: (012) 315 1094

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 24 October 2025 at 16:00 Applications will not be considered after the closing date: 24 October 2025
- NOTE** : For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa.. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s).

OTHER POSTS

- POST 37/36** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/AC-FAS/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 5)
- CENTRE** : Misa Head Office, Centurion
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification. No experience required. Core Competencies: Financial Management. Generic Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (verbal & written), Computer literacy. Technical competencies: In depth knowledge of: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. Basic Accounting System (BAS) and PERSAL System or VIP system.
- DUTIES** : The successful candidate will perform the following duties: Financial Accounting Service: Process invoices within 30 days. Create debts and follow up on recovery of debt owed to the department. Capture Journals on the system. Compile cashbooks on a monthly basis. Perform general ledger reconciliations. Perform filing. Salaries section: Process payroll. Perform employee tax reconciliation. Process third party pay-overs. Process travel and subsistence claims. Perform filing.
- ENQUIRIES** : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to misa2@tttreruitment.co.za
- POST 37/37** : **SUPPLY CHAIN CLERK: DEMAN AND ACQUISITION REFE NO: MISA/SCC-DA/03**
- SALARY** : R 228 321 – R 268 950 per annum (Level 5)

**CENTRE
REQUIREMENTS**

- : Misa Head Office, Centurion
- : An appropriate Senior certificate or equivalent qualification as recognised by SAQA. Core Competencies: Client orientation and customer focus. Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Procurement processes. Treasury regulations (8.2.3). The Preferential Procurement Policy Framework Act (PPPFA).

DUTIES

- : The successful candidate will perform the following duties: Provide secretariat support during the bid considerations and contracts conclusion process. Update and maintain a supplier database. Register suppliers on Logis or similar systems. Request, receive quotations and place orders. Capture specifications on the electronic purchasing system. Issue and receive bid documents.

**ENQUIRIES
APPLICATIONS**

- : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- : Please forward your application, quoting the relevant reference number, to misa3@tttrecruitment.co.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>	:	27 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>

OTHER POSTS

<u>POST 37/38</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2025/495 (2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183.per annum (Total Cost Package) (SMS Level 14)
<u>CENTRE</u>	:	Pretoria: Head Office (OCC)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. At least five years' experience in Organised Crime. Admission as an Attorney/Advocate will be an added advantage. 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. Good advocacy skills as well as developed skills in legal research and drafting. Good knowledge of civil and/or criminal law and procedure, the law of evidence, and the relevant international instruments on organised crime. Proven experience in handling complex organised crime, racketeering, or money laundering cases. Strong leadership, strategic thinking and decision-making skills. Willing to travel. Excellent communication and advocacy skills. Excellent general management and project management skills as well as computer skills. Ability to work under pressure and manage high profile, sensitive matters. Ethical integrity, impartiality and commitment to the rule of law and justice.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases/major investigations/ projects. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the OCC. To ensure that decisions to prosecute or not prosecute are made timeously and do comply with all relevant legal prescripts, the Constitution, and all applicable policies procedures, and directives. To provide high level, professional and well researched opinions and reports to the Head of the OCC. To manage and direct governance and operations in the OCC. To monitor and review strategy and operations and provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the OCC as required; To ensure that plans are in place to promote good stakeholder and partner engagements; To provide inputs into the NPA's and NPS's Annual Plans and ensure that the OCC's Annual Operational Plan is developed and implemented; To monitor delivery of the regional offices in line with the NPA's Strategy Against Organised Crime, National and provincial Intake criterion and National and provincial Implementation Plans. 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 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 joint training initiatives by establishing training needs both at national and regional levels for the OCC and relevant stakeholders. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of the OCC. To prepare and execute presentations whenever required. To guide, check and process racketeering applications. To ensure the NPA's FATF obligations are complied with.
<u>ENQUIRIES</u>	:	Glittering Hlophe Tel No: 012 845 6336
<u>APPLICATIONS</u>	:	e mail Recruit2025495@npa.gov.za
<u>POST 37/39</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2025/496</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 563 183.per annum (Total Cost Package) (SMS Level 14)
<u>CENTRE</u>	:	Port Elizabeth
<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

DUTIES

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.

- : 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.

**ENQUIRIES
APPLICATIONS**

- : Nosiseko Mabaleka Tel No: 012 842 1465
- : e mail Recruit2025496@npa.gov.za

POST 37/40

- : **CHIEF FORENSIC DATA CASE ANALYST RECRUIT 2025/497**
(Re-advert)
Investigating Directorate Against Corruption

**SALARY
CENTRE
REQUIREMENTS**

- : R1 266 714.per annum (Total Cost Package) (SMS Level 13)
- : Pretoria: Head Office
- : An appropriate B degree (NQF level 7) qualification in Computer Science/Information Systems/Statistics/Forensic Science/Forensic Accounting/Policing/Criminology or related qualification with specialisation in data analysis, data science, big data, machine learning, and/or forensic investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least 10 years' experience in data analysis, data science, databases (design, implementation and administration) and forensics investigation of which 5 years should be at a middle management level in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/data analysis tools/cybersecurity. Certified Fraud Examiner (CFE), Certified Data Analysis (CDA, Certified Information Systems Auditor (C) Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Experience in testifying on criminal matters in at least the High Court will be an added advantage.(Persons that have been found as an unreliable witness in any court would not be considered) Experience in handling investigations and/or security breaches involving Electronic data storing devices or cybercrimes. Valid drivers license.

DUTIES

- : Oversee the provision of a specialised services in respect of data analysis and presentation of finding. Oversee the process of creating relational databases and data science tools for mining data sets to support evidence-based investigation and prosecution of cases. Oversee the development and maintenance of data models using data mining and other analytical techniques. Oversee the execution of special operations in line with the provisions of relevant legislation. Oversee the compilation of report and ensure the court readiness of investigations. Providing managerial activities. Supervise staff.

**ENQUIRIES
APPLICATIONS**

- : Maureen Dibetle Tel No: 012 845 7727
- : e mail Recruit2025497@npa.gov.za

POST 37/41

- : **CHIEF CRIMINAL INVESTIGATOR RECRUIT 2025/498 (2 POSTS)**
Investigating Directorate Against Corruption

<u>SALARY</u>	:	R1 266 714.per annum (Total Cost Package) (SMS Level 13)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech qualification in policing and /or criminal investigation related. At least 10 years' experience in criminal investigation of which 5 years should be at middle management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certified fraud examiner or ICFP (Institute of Commercial Forensic Practitioners) SA accreditation would be an added advantage. Vocational training in criminal investigations such as the detective Learning Programme and/or other specialised investigation courses. Experience in testifying criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, general management, and empowerment. Administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision-making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the Criminal Procedure Act 51 of 1977, Prevention Organized Crime Act 121 of 1988, with emphasis on racketeering, money laundering and asset forfeiture provisions, the NPA Act, Prevention and combating of corrupt activities Act 12 of 2004. Knowledge of writing skills, legal and administration, logistics management internal control and risk management, Knowledge of the NPA and policies and procedures relevant to the job functions. Valid driver's license.
<u>DUTIES</u>	:	Manage strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to investigations. Oversee the conducting of criminal quality investigations within the allocated responsibilities of the investigation groups. Oversee national criminal investigative projects and administrative functions. and prosecution cases. Ensure the overall provisioning of digital forensic examinations. Oversee strategic leadership pertaining to the development, implementation and maintenance of procedures, policies, guidelines related to data analysis and digital forensics. Liaise with local and international law enforcement institutions on financial and criminal investigators related matters. Oversee the compilation of reports and ensure the court readiness of investigations. Supervise staff.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit2025498@npa.gov.za

OTHER POSTS

<u>POST 37/42</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2025/499</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	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. 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. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills. A valid driver's license.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. 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. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Takalani Mfuni Tel No: 011 220 4827
	:	e mail Recruit2025499@npa.gov.za
<u>POST 37/43</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2025/500 (2 POSTS)</u> (Re-advert) National Prosecutions Service
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mpumalanga
	:	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. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in Ms Office. The incumbent will be required to travel within the region. 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 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. Ensure accurate statistics and good governance. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail Recruit2025500@npa.gov.za
<u>POST 37/44</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2025/501 (OCC)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mpumalanga
	:	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 and/or experience in the litigation of the Prevention of Organised Crime Act matters. Written and verbal communication skills. Ability to work independently. A valid driver's licence

<u>DUTIES</u>	:	Conduct prosecution of serious complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised crime matters and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and do appeals and reviews. Generally, conduct prosecution on behalf of the state.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2025501@npa.gov.za
<u>POST 37/45</u>	:	<u>SENIOR DIGITAL FORENSIC ANALYST RECRUIT 2025/502</u> (Re-advert) Investigating Directorate Against Corruption
<u>SALARY</u>	:	R1 059 105 per annum (Total Cost Package) (MMS Level 12)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; software engineering or equivalent. 5 years' experience of which 3 years should be in a junior level in criminal and/or forensic investigations environment in a legal/investigative or financial environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations specialised courses. Certification in either Cellebrite, FTK, Oxygen or any forensic tools. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/ cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.
<u>DUTIES</u>	:	Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination of electronic devices or other devices which may contain data. Manage the development, maintenance and implementation of policies, standards, procedure and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage planning and implementation for expert services regarding examination and research. Manage/compile investigation report. Ensure that appropriate security and access control of forensics tools, system and evidence are maintained at all times. Supervise staff. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices.
<u>ENQUIRIES</u>	:	Maureen Dibette Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit2025502@npa.gov.za
<u>POST 37/46</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR RECRUIT 2025/503 (5 POSTS)</u> Investigative Directorate Against Corruption
<u>SALARY</u>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent qualification in e of the following: Forensic investigation, Forensic Auditing, Law, Criminal Investigation. At least five years financial investigation in a legal /Investigative/financial environment in roles related to investigation, financial crime, forensic accounting or compliance. Vocational training in one

		of the following: Forensic Investigation, Forensic Auditing, Law or any other specialised financial investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research and administration skills. A valid driver's license.
<u>DUTIES</u>	:	Manage and conduct case planning. Manage and conduct financial investigation. Manage/execute special operations in line with the provisions of relevant legislation. Co-ordinate and manage stakeholder relations with regards to financial investigations. Provide administrative support with regard to case management. Manage and develop staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail Recruit2025503@npa.gov.za
<u>POST 37/47</u>	:	<u>SENIOR CRIMINAL INVESTIGATOR RECRUIT 2025/504 (6 POSTS)</u> Investigative Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
	:	Pretoria Head Office
	:	An NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent qualification in policing and/or criminal investigation. Minimum of 5 years criminal investigation experience with 3 years operational management experience. Vocational training in criminal investigations such as detective Learning Programme and/or other specialised investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations with regards to criminal investigations. Conduct criminal investigations within the allocated responsibilities of the investigation group. Manage national criminal investigative projects and administrative functions. Manage/execute special operations in line with the provisions of relevant legislation. Manage and develop staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail Recruit2025504@npa.gov.za
<u>POST 37/48</u>	:	<u>SENIOR FORENSIC DATA CASE ANALYST RECRUIT 2025/505</u> Investigative Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF level 7) Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of 5 years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration Skills.
<u>DUTIES</u>	:	Facilitate the planning and implementation of data analysis and research. Monitor the collection of data and management thereof. Manage/ conduct

		quality analysis of data to support investigation and prosecution of crimes. Undertake the compilation and presentation of investigation report. Manage and develop staff
<u>ENQUIRIES APPLICATIONS</u>	:	Matodzi Makhari Tel No: 012 845 6012
	:	e mail Recruit2025505@npa.gov.za
<u>POST 37/49</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR RECRUIT 2025/506</u> National Prosecutions Service
<u>SALARY</u>	:	R1 032 906.per annum (Total Cost Package) - R1 675 743.per annum (Total Cost Package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Modimolle
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train 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 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 NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. 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 Recruit2025506@npa.gov.za
<u>POST 37/50</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3</u> National Prosecutions Service
<u>SALARY</u>	:	R1 032 906.per annum (Total Cost Package) - R1 675 743.per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Wynberg (Paarl) - Recruit 2025/507
	:	CPP: Modimolle (Mokopane) – Recruit 2025/508
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) 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 within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and sexual offences and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills. Computer literacy in MS package. Valid driver's licence.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests of a general and more advanced nature in the Regional 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 NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

<u>ENQUIRIES</u>	:	CPP: Wynberg (Paarl) Thuso Damane – 021 487 7129
		CPP: Modimolle (Mokopane) Thuba Thubakgale – 015 045 0285
<u>APPLICATIONS</u>	:	CPP: Wynberg (Paarl) e mail Recruit2025507@npa.gov.za
		CPP: Modimolle (Mokopane) e mail Recruit2025508@npa.gov.za
<u>POST 37/51</u>	:	<u>STATE ADVOCATE RECRUIT 2025/509</u>
		National Prosecutions Service
<u>SALARY</u>	:	R932 904.per annum (Total Cost Package) to R1 539 321 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	CPP: Bellville (Blue Downs)
<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 in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. 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 investigations and giving instructions in law and statutory offences. A 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 the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Sonwabiso Mkwakwi Tel No: 021 487 7234
<u>APPLICATIONS</u>	:	e mail Recruit2025509@npa.gov.za
<u>POST 37/52</u>	:	<u>STATE ADVOCATE RECRUIT 2025/510 (2 POSTS)</u>
		National Prosecutions Service
<u>SALARY</u>	:	R932 904 per annum (Total Cost Package) to R1 539 321.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Limpopo (OCC)
<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.

ENQUIRIES : Thuba Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail Recruit2025510@npa.gov.za

POST 37/53 : **PROJECT MANAGER RECRUIT 2025/511 (2 POSTS)**
Investigating Directorate Against Corruption

SALARY : R896 436.per annum (Total Cost Package) (MMS Level 11)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) Three-year National Diploma (NQF level 6) in Business Administration/Public Administration or equivalent. Three years' experience in managing projects in the public sector, legal or investigative environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Project Management certification (Prince2, PMP, CAMP). Knowledge of PFMA, POCA, PSA and NPA Act. Eligible for confidential security clearance.

DUTIES : Coordinate multidisciplinary investigation teams and task forces. Develop and maintain detailed project plans, including scope, timelines, risks, resources, and deliverables. Arrange operational logistics (venues, transport, data/evidence managing. Consult with internal and external stakeholders (e.g. prosecutors, law enforcement, SARS, AFLJ, international partners, witness protection). Monitor project scope, quality, deadlines, and risks; escalate critical issues promptly. Maintain project dashboards, case-tracking tools, and administrative records. Produce and submit weekly and monthly status reports. Uphold ethical standards confidentiality, and compliance with PFMA, POCA, Public Service Act, and NPA Act.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2025511@npa.gov.za

POST 37/54 : **FINANCIAL INVESTIGATOR RECRUIT 2025/512 (5 POSTS)**
Investigative Directorate Against Corruption

SALARY : R582 444.per annum (Excluding Benefits) (Level 10)
CENTRE : Pretoria Head Office
REQUIREMENTS : An NQF level 6 three year Diploma, Advanced Certificate or equivalent in Forensic investigation, forensic Auditing, Law, Criminal Investigation or related qualification. Minimum of three years' experience financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.

DUTIES : Conduct case planning. Conduct financial investigation. Execute special operations in line with the provisions of relevant legislation. Attend to stakeholder engagement in relation to financial investigations. Provide administrative support with regard to case management.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2025512@npa.gov.za

POST 37/55 : **FORENSIC DATA CASE ANALYST RECRUIT 2025/513 (7 POSTS)**
Investigative Directorate Against Corruption

SALARY : R582 444.per annum (Excluding Benefits) (Level 10)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) in Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/

		Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of three years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Plan and implement data analysis and research. Collect and manage data. Conduct quality analysis of data to support investigation and prosecution of crimes. Execute special operations in line with the provisions of relevant legislation. Compile and present investigation report.
<u>ENQUIRIES APPLICATIONS</u>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail Recruit2025513@npa.gov.za
<u>POST 37/56</u>	:	<u>CRIMINAL INVESTIGATOR RECRUIT 2025/514 (13 POSTS)</u> Investigative Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444.per annum (Excluding Benefits) (Level 10)
	:	Pretoria Head Office
	:	An NQF level 6 three-year Diploma, Advanced Certificate or equivalent in Policing and/or Criminal Investigation or related qualification. Minimum of three years' experience in a legal/investigative environment in roles related to corruption investigations, commercial related crimes and/or financial crimes. Vocational training in criminal investigations such as the detective Learning Programme and/or other specialized investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Conduct strategic planning and implementation for investigations purposes. Attend to stakeholder engagements in relation to investigations. Conduct criminal investigations as authorised by the Investigating Director. Execute special operations in line with the provisions of relevant legislation. Participate in national criminal investigative projects and administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Matodzi Makhari Tel No: 012 845 6012
	:	e mail Recruit2025514@npa.gov.za
<u>POST 37/57</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION RECRUIT 2025/515</u> (Re-advert) Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Excluding Benefits) (Level 9)
	:	Bloemfontein
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance, Public Administration or equivalent qualification. Minimum three years relevant experience in finance and/or administration in the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, PFMA and Treasury Regulations. Strong administrative, decision making, organizational and general office management skills. Good planning skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Reliable, organized and able to work in a team.

<u>DUTIES</u>	:	Manage and supervise court administration including court roll management, court statistics compilation. Manage the provision of effective register services. Develop and maintain reliable register system to monitor the movement of files, documents and faxes. Manage corporate services files. Manage finance and supply chain functions. Compilation and interpretation of budget. Manage regional expenditure. Supervise management of S & T claims. Compile and submit monthly finance statistics. Implement and ensure compliance with policies and procedures. Liaise with the stakeholders/customers and suppliers. Perform monthly inspections. Act in the absence of Director: Administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: 053 807 4539 e mail Recruit2025515@npa.gov.za
<u>POST 37/58</u>	:	<u>STATE ACCOUNTANT RECRUIT 2025/516</u> Financial Management -Sub Directorate Internal Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Excluding Benefits) (Level 7) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Valid
<u>DUTIES</u>	:	Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mashane Sebesebe Tel No: 012 845 6595 e mail Recruit2025516@npa.gov.za
<u>POST 37/59</u>	:	<u>HUMAN RESOURCES CLERK RECRUIT 2025/517</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Excluding Benefits) (Level 5) DPP: Kimberley Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: 053 807 4539 e mail Recruit2025517@npa.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Applications can also be emailed to Recruitment10@dpme.gov.za
<u>CLOSING DATE</u>	:	24 October 2025 at 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 37/60</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:10/2025</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 741 770.per annum (all-inclusive salary package) (Level 15). The remuneration package consists of a basic salary, the State's contribution to the

**CENTRE
REQUIREMENTS**

Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

- : Pretoria
- : A relevant and appropriate NQF level 8 qualification in either Public Administration/ Social Science/ Business Management, Law/ Strategic Management/ Human Resources and 10 years appropriate experience of which 8 years must be Senior Managerial level. NQF level 9 (Master's Degree) will be an added advantage. Being able to communicate effectively by exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. Personal Attributes: The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.

DUTIES

- : The successful incumbent will be responsible for providing strategic Corporate Services to the Department. This involves providing strategic leadership and coordination in the development, implementation and monitoring of the strategic plan, annual performance plan, annual report and communication services of the department. Oversee the provision of strategic and integrated human resource services, effective security and facilities management services to enhance management support and organisational performance. Provide strategic leadership and oversee the provision of Information, Communication and Technology services and the implementation of the ICT plan to support management operations. Coordinate all administrative inputs to Ministry, DG, external stakeholders and strategic control points. Effective management of the resources of the branch to ensure compliance with statutory requirements. Provide leadership in the coordination of all administrative functions and services assigned to the branch with specific reference to Strategic, Annual Performance and Operational planning and budgeting.

ENQUIRIES

- : Mr M Cilo, Tel No (012) 312- 0453.

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e REF NO: O: BF
- CLOSING DATE** : 24 October 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 37/61** : **BLENDED FINANCE "REF NO: O: BF"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration / Administration / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Development Finance / Economics / Financial Accounting / Corporate Finance environment. Training in MS packages and valid driver's licence. Have proven competencies: Communication (written and verbal), Project and Programme Administration, Client Orientation and Customer Focus, Analytical and Problem Solving, Financial acumen, Service Delivery Innovation, Teamwork and Collaboration.
- DUTIES** : Conduct desktop research on blended finance initiatives to support MSME growth. Collect and analyse data to inform access to finance strategies. Support the development of policies, frameworks, SOPs, and templates guiding MSME funding interventions. Coordinate responses to MSME and cooperative enquiries related to financial and non-financial support. Facilitate internal and external stakeholder engagements and maintain communication channels. Provide administrative and logistical support for the directorate inclusive of but not limited to: drafting of correspondences, submissions presentations, reports, and logistical support during events, workshops, meetings, minute-taking and record keeping.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: DDG: Community Development – e-recruit.ddgcd2@dsd.gov.za, DDG: Corporate Support Services – e-recruit.ddgcscs@dsd.gov.za, Parliamentary and Cabinet Support – e-recruit.pcs@dsd.gov.za
- FOR ATTENTION** : Mr TZ Mapela
- CLOSING DATE** : 24 October 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for 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 Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr TZ Mapela. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 37/62</u>	:	<u>DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT (REF: M1/A/2025)</u> Branch: Community Development Re-advertisement (Applicants who applied before need not to re-apply)
<u>SALARY</u>	:	R1 813 182.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate post graduate qualification (NQF level 8) in Developmental Studies or Social Sciences or Economic Development or Community Development as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of i) Reconstruction and Development Programme, ii) the Growth Path, iii) Municipal System Act, iv) Rural Development Act, v) Population and Development Policy, vi) the relevant Public Service Legislative frameworks, vii) PFMA and Treasury Regulations, public management and administration principles. Knowledge and understanding of policy development. Knowledge and understanding of the NPO framework, and other NPO related Bills and Policies. White Paper on Transformation of Public Service. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans, business plans and budgeting. Knowledge of the Acts that governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in the international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Key Responsibilities: Oversee, manage and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Mr FP Netshipale, Tel: (012) 312-7662/7556 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 37/63</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES (REF: M1/B/2025)</u> Branch: Corporate Support Services
<u>SALARY</u>	:	R1 813 182.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Social Sciences/ Public Management/ Business Administration/Industrial Psychology/ Legal Services as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of the relevant Public Service Legislative Framework. Knowledge of PFMA and Treasury Regulations Knowledge and understanding of public management and administration principles. Knowledge of White Paper on Transformation of Public Service. Knowledge of macro and micro policies such as MTFS, NDP, MTEF, ect. Knowledge of Batho Pele principles. Knowledge and understanding of government reporting requirements. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Operational Planning and Budgeting. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinking. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, integrity and Ethics. Emotional Intelligence. Ability to evaluate/ analyse information and to select an alternative that best meets the needs of the impending situation. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement.
<u>DUTIES</u>	:	Key Responsibilities: Oversee and manage the provision of information management systems technology services. Oversee, manage and report on the human capital management services. Oversee and manage communication services. Oversee and manage provision of legal services. Oversee and manage the provision of auxiliary services. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr FP Netshipale, Tel: (012) 312-7662/7556
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 37/64</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT (REF: M1/C/2025)</u> Office of the Director-General
<u>SALARY</u>	:	R896 436.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year degree or equivalent qualification as recognized by SAQA PLUS 6-10 years' experience. Knowledge of Ministry operations. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Competencies needed: Strategic capability and leadership. Programme and project management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinking. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, integrity and Ethics. Emotional Intelligence. Ability to evaluate/ analyse information and to select an alternative that best meets the needs of the impending situation. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement.
<u>DUTIES</u>	:	Key Responsibilities: Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on

the portfolio of the executive authority. Render an efficient and effective parliamentary service. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES

: Mr FP Netshipale, Tel: (012) 312-7662/7556

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
- CLOSING DATE** : 24 October 2025, 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, 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 advertised post 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 qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 37/65** : **DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT (DT 24/2025)**
- SALARY** : R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of

		Supply Chain Management prescripts. Knowledge of Treasury regulations. Knowledge of the Logis system. Knowledge of the BAS system. Knowledge of the PFMA. Financial management. Good leadership skills. Good presentation skills. Computer literacy (MS Office). Effective planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for designing and developing asset management systems and policies; conducting physical asset management planning and verification; monitoring and reviewing the capturing of all assets in the asset register; monitoring and reviewing the allocation of assets to asset holders; overseeing and reviewing the monitoring of assets in accordance with relevant policies and procedures; identifying and facilitating procurement of replacement assets for redundant and obsolete assets; providing monthly asset reconciliation reports; conducting investigations on assets reconciliation variance, losses, damages and unverified assets; updating the fixed asset register and inventory lists; providing submissions on recommendations to departmental disposal committee's considerations; providing inputs on assets notes to the quarterly, interim annual financial statements; evaluating and recommending IT related procurement; facilitating the issuing of orders for goods and services (system and manual); facilitating payment of goods and services to service providers; facilitating delivery of store stock to internal clients; facilitating the availability of store stock in the warehouse; verifying and signing-off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring the signing of stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/ certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing the filing of procurement batches awaiting deliveries; providing inputs to financial statements in terms of inventory, accruals and commitments; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms O Sekgweleo, Tel. (012) 444 6773
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
<u>APPLICATION</u>	:	email application Recruitment24@tourism.gov.za
<u>POST 37/66</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT (DT 25/2025)</u>
<u>SALARY</u>	:	R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of Supply Chain Management prescripts. Knowledge of Treasury instructions and practice notes. Knowledge of the Logis system. Knowledge of the Public Service Act and Regulations. Good leadership skills. Good communication skills. Computer literacy (MS Office). Good planning skills. Effective written and verbal communication skills. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for designing and developing demand management policies, processes and procedures; performing strategic and annual supply chain demand management planning; monitoring and reviewing the demand management activities; compiling tender/quotation specifications as required; verifying suppliers to comply with the BEE requirements; controlling the rotation of suppliers to ensure equal opportunities; compiling, implementing and reporting on the operational and risk plans related to demand management and providing monthly management

reports; compiling and publishing requests for proposals where required; managing, designing and developing acquisition management policies, processes and procedures; compiling departmental operational/ supply chain acquisition management plan and obtaining approval; managing the execution of the acquisition management plan; monitoring and reviewing the acquisition management activities; managing the sourcing of bids from the database according to the threshold values determined by the National Treasury; setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and rendering a secretariat services to the relevant committees; overseeing the bidding process; management of internal and external audit queries; managing, undertaking and reviewing the monitoring, analyses and determination of actions to ensure proper contract administration; administering variations to contracts; reporting on deviations to National Treasury and AGSA; evaluating applications for price adjustments and invoking penalty clauses; evaluating applications for variations, amendments and cancellations and developing proposals for approval; undertaking dispute resolution and ensuring that all documentation is prepared and available for resolving disputes; managing the coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, in the right quantity, right products, right place, right conditions and right quality; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.

ENQUIRIES
NOTE

- : Ms O Sekgweleo, Tel. (012) 444 6773
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

APPLICATION

- : email application to Recruitment25@tourism.gov.za

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	27 October 2025
<u>NOTE</u>	:	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 and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. 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 on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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.

MANAGEMENT ECHELON

<u>POST 37/67</u>	:	<u>CHIEF DIRECTOR-COMPETITIVENESS INCENTIVES (REF NO: IFB – 118)</u> Overview: To provide strategic leadership and management of Incentive Programmes under the Chief Directorate Competitiveness Incentive within the Incentives Branch.
<u>SALARY</u>	:	R1 494 900 per annum, (Level 14) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Economics, Finance, Public Management, or relevant qualification. 5 years' experience at a senior managerial level in Economic/Incentive Administration in both public and private environments. Key Requirements: Demonstrated experience in strategy design, planning and implementation of incentive programmes. In-depth knowledge of incentive administration processes, systems, policies and procedures. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Ability to manage internal controls, governance processes, compliance frameworks, and risk management. Strong stakeholder management skills with experience in building partnerships with local and international institutions. Proven ability in financial management, project management, programme management, and strategic planning. Excellent report writing, research, presentation, communication and problem-solving skills. Strong people management, leadership and empowerment skills. Computer literacy (MS Office packages).
<u>DUTIES</u>	:	Policy Analysis & Programme Development: Analyse policies, regulation and legislation to Strategy and Planning. Design and implement strategies and

action plans for effective incentive administration. Prepare funding requests, spending plans, and delivery team consolidation. Competitiveness Incentive Interventions. Provide guidance on developing and managing systems, policies and procedures. Oversee research, automation, and continuous improvement of incentive administration. Lead the implementation of improving applications and claims documentation and templates for efficient incentive administration Monitoring and Evaluation. Monitor performance against operational and project plans, incentive reconciliations, and risk registers. Evaluate implementation progress of approved projects and manage contingent liability. Stakeholder Management. Establish and maintain strategic partnerships with local and international institutions. Manage stakeholder relations, resolve client challenges, and communicate programme progress. Internal Controls and Governance. Oversee audit processes, legal disputes, compliance with guidelines, and SOP development. Proactively manage all legal disputes, litigation cases and legal responses. Ensure training on governance, legislative processes, and risk mitigation. Chief Directorate Management. Oversee strategic, operational, financial and human resource management of the Chief Directorate. Provide strategic leadership to the development and execution of operational plans for incentive schemes. Communicate performance criteria and oversee compliance with standards

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

POST 37/68 : **DIRECTOR: AGRO PROCESSING & TEXTILES- (REF NO: IC&G - 097)**
 Overview: Manage the development and implementation of policies, strategies and programmes for the Agro-Processing 1 (Aquaculture, Rooibos, Sugar, Poultry Citrus, Cannabis, Honey bush products and Red Meat)

SALARY CENTRE REQUIREMENTS :

- : R1 266 714.per annum, (level 13) (All-inclusive remuneration package)
- : Sunnyside, Pretoria
- : A qualification at NQF level 7 as recognised by SAQA in Agricultural Economics / Commerce / Development Studies or any other related field. 5 years' relevant experience at a middle/senior managerial level in an Agriculture or Agro-Processing environment in both public or private sector. Key Requirements: Experience in policy development, strategy formulation and implementation for agro-processing subsectors. Knowledge of industrial policy, trade policy, agricultural marketing legislation, and broader government economic policies. Strong research, analytical and problem-solving skills with ability to interpret sector performance data. Demonstrated stakeholder management skills, including ability to liaise with all spheres of government, industry associations, organised labour and international bodies. Proven experience in managing people, budgets and assets at a directorate level. Competence in project management, planning, organising and monitoring programme implementation. Excellent written and verbal communication, presentation, advocacy and negotiation skills. Computer literacy (MS Office packages).

DUTIES :

Development of Agro processing sector strategy: Build an understanding of the agro-processing institutional support system and actively align and build the capacity of key stakeholders across the various spheres of government in order for the agro-processing system to work more effectively. Support the mature agro-processing subsectors to higher growth paths through critical interventions along the value chain. Identify and facilitate investments by the private sector and the state in critical market-enabling agri-infrastructure that unlocks opportunities for agglomeration and rural development. Facilitate the development of high opportunity/ high growth niche sectors that have significant export potential. Facilitate strategic mega-investments that are transformative to the sector, create jobs and unlock value chain potential. Develop high-potential food processing suppliers on scale through facilitating upgrading programmes in partnership with the retailers and large agri-business players. Manage the development and implementation of Agro-Processing 1 sub-sectors programme and strategies. Manage and direct the Industrial Policy Action Plan processes, including the development of the key Action Programmes and their implementation. Manage the development and maintenance of databases of key companies in the Agro-processing sector. Engage in continual policy advocacy and coordination in the Agro-Processing industry that has potential growth. Manage the development of the National Food Control Agency legislative framework. Research and analysis. Manage the quarterly analysis of the performance of the Agro-Processing Industry.

Provide guidance in research related to the Agro-Processing programme, which underpins the policies and strategies of the programme. Manage analysis to formulate or review the Agro-Processing policies, procedures and strategies in line with Industrial Policy. Stakeholder management: Create platforms for continuous engagement with key stakeholders. Manage the stakeholders, including other Government departments to develop a supporting policy environment. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of the Agro-Processing industry. Represent the department in all forums and focus groups, addressing the sector challenges. Initiate and provide inputs in meetings with industry associations and export councils to ensure alignment with the work of the unit. Directorate Management: Manage staff /personnel. Manage financial resources and assets of the unit. Manage the strategic planning of the unit. Monitoring and Evaluation. Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Develop and monitor corrective action to facilitate the implementation of the interventions

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809

POST 37/69 : **DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES (REF NO: CMSB - 024)**

Overview: To provide professional and strategic direction regarding Facilities/ Accommodation Management, Vetting and Security services to the dtic, its staff and clients in such a way that employee morale is maintained and enhanced. Managing the PPP agreement on the dtic

SALARY : R1 266 714 per annum, (level 13) (All-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in a Facility Management, Engineering or related field. 5 years of experience in middle/senior management in a Facility Management environment
 Key Requirements: Knowledge of and experience in OHSA, Disaster Management Act, National Environmental Management Act, PPP Concepts, Project Management (registered), quantity surveying, risk management (insurance and transfer) and space planning. Sound knowledge of, inter alia, the PFMA, Public Service Act, ISO 9000, ISO 14000, and ISO 18000/45001 series. Knowledge of legislative frameworks and best practice protocols governing. Facilities Management/infrastructure maintenance and soft services, Security, PPPs, and Occupational Health & Safety (e.g., PFMA, OHS Act, PSIRA, MPSS, MISS). Proven experience in contract and stakeholder management. Strong financial management experience, including budgeting and expenditure control for large-scale facilities. Project management skills related to infrastructure, security, and OHS implementation. Strong analytical, planning, problem-solving, and decision-making skills. Excellent communication, stakeholder engagement, and leadership capabilities. Results-driven with a deeply felt commitment to customer service delivery and innovation. Due to the nature of the work (oversight over the dtic security and vetting units), the appointment of the ideal candidate will be subject to successful security clearance and the candidate must have no criminal record.

DUTIES : Facilities & Accommodation Management: Develop and implement policies and strategies for effective facilities management. Oversee office space allocation, asset management, building maintenance, and utilities. Manage lease agreements and ensure compliance with legislative requirements, including Public-Private Partnership (PPP) frameworks. Drive cost efficiency in operations while ensuring a conducive working environment. Security Management: Develop, implement, and monitor security strategy, policies and procedures in line with Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Ensure effective access control, surveillance systems, and physical security measures. Conduct security risk assessments, manage emergency response protocols, and coordinate security operations with law enforcement agencies. Vetting Services: Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA) (this name may be changing). Oversee risk profiling, security clearance applications., Occupational Health & Safety (OHS): Establish and maintain a compliant OHS

framework in line with the Occupational Health and Safety Act. Conduct regular risk assessments, develop, implement, and monitor safety strategy, oversee fire safety protocols, and ensure effective emergency preparedness, including evacuation drills and first aid readiness. Promote a safe and healthy workplace through awareness programs and compliance monitoring. Strategic & Financial Management: Oversee the budget planning, expenditure control, and resource allocation for the Directorate. Provide strategic input into policy development and ensure alignment with organizational goals. Lead and manage a team of professionals to drive efficiency and service excellence.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809

OTHER POSTS

POST 37/70 : **DEPUTY DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME (REF NO: IFB - 181)**

Overview: To manage and administer the Critical Infrastructure Programme (CIP).

SALARY
CENTRE
REQUIREMENTS

: R1 059 105. per annum, (level 12) (All-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by SAQA in Economics, Business Administration, Financial Administration or related qualification. 3–5 years' relevant managerial experience in Incentive Administration in both public or private sector environments. Key Requirements: Demonstrated experience in the evaluation of applications and claims within an incentive administration environment. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Proven ability to manage stakeholder relations, including applicants, financial institutions, service providers, and government departments. Strong analytical, problem-solving, planning and organising skills. Competence in project management, strategic management and computer literacy (Microsoft Office). Excellent communication (written and verbal), presentation, interpersonal and stakeholder management skills. Ability to manage human resources, budgets, and assets within a sub-directorate.

DUTIES

: Application Evaluation and Processing. Manage and monitor the evaluation of applications, workflow processes, and compliance with programme guidelines. Conduct risk management, verify company information, and resolve audit queries. Interact with clients and conduct business site visits. Claims Administration: Oversee the receipt, assignment, monitoring, and quality assurance of claims. Ensure efficient and effective claims processing and reporting. Programme and Policy Management: Compile operational, risk, expenditure and performance reports. Monitor the implementation progress of approved projects to minimise contingent liabilities. Provide inputs to policy and guideline reviews. Stakeholder Management: Provide support and advice to applicants and external stakeholders on applications and claims. Implement customer care interventions and maintain regular communication with clients. Sub-Directorate Management: Manage financial and human resources within the sub-directorate. Coordinate business plans, quarterly and annual reports. Ensure performance management processes are finalized within prescribed timeframes.

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

NATIONAL TREASURY

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

<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	27 October 2025 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za The National Treasury is compliant with the requirements of POPIA.

OTHER POST

<u>POST 37/71</u>	:	<u>ASSISTANT DIRECTOR: RSA RETAIL BONDS REF NO: S051/2025</u> Division: Asset And Liability Management (ALM) Purpose: To assist with the creation of a conducive environment and culture of saving in South Africa through the marketing and issuances in the administration of RSA Retail Bonds.
<u>SALARY CENTRE</u>	:	R582 444 per annum (Excl. benefits) Pretoria

REQUIREMENTS

: A Grade 12 is required coupled with a minimum National Diploma (NQF 6)/ B. Degree (NQF 7) in Economics/ Accounting/Business Management, Marketing, Investment and Finance, A minimum 3 years' experience obtained in financial markets, banking sector and capital markets, retail banking, private wealth management. Experience in delivering internal and external customer service excellence through adherence to quality service standards. Knowledge and experience in creating commercially viable client solutions that deliver measurable value and business growth. Knowledge in research methodologies. Knowledge in market analysis related to information for utilisation in the broader business, Experience in qualitative and quantitative analysis of domestic markets.

DUTIES

: Some key Outputs include: RSA Retail Bonds Administration: Assist with the verification of withdrawals, estate and late payments and support solutions on exceptions, Verify Proforma correspondence to investors (audit and tax inquiries/ investor communication). Assist with interest and redemption payments against public debt register, Engage stakeholders on the implementation rates changes for implementation, Adhere to audit procedures and assist auditors during annual audit process. Retail Bonds Stakeholder Engagement: Assist in the engagement of stakeholders through roadshows and other marketing strategies, Assist with awareness drives and engage stakeholders on the accessibility of the product, Encourage savings through robust intervention and exposure of the product through various stakeholders' platforms to enhance visibility, Assist with publishing of articles on improved bond offerings on the website and other mediums. Marketing: Assist with the provision of inputs annually market drives and awareness campaigns. Assist with promotions and exhibitions on new products, Benchmarking and Research: Assist with comprehensive benchmarking initiative with reputable local and international institutions. Assist with research to improve the product and value proposition to maintain appropriateness within the market.

ENQUIRIES

: ONLY (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 24 October 2025
- : 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.

OTHER POSTS

POST 37/72

- : **SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: 241025/01**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management Southern Operations Dir: Operations Southern

SALARY
CENTRE
REQUIREMENTS

- : R397 116 per annum (Level 8)
- : Port Elizabeth (Gqeberha)
- : A relevant NQF Level 6 qualification in Finance or related qualification. Two (2) to (4) four years' experience in the financial environment. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Knowledge of Persal and Warms systems would be an added advantage. Computer literacy such as MS Excel, Word and PowerPoint. Sound understanding of accounting principles and knowledge of the budgeting process. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems. Knowledge and understanding of financial prescripts such PFMA and Treasury Regulations.

DUTIES

- : In-Year monitoring, monthly reporting and providing support regarding the planning and budgeting process. Compiling and capturing of the budget. Fund shifting of budget allocations. Assist with tariff calculations. Ensure effective implementation of the budget policy and provide advice on the budget process to budget controllers on correct GL allocations. Analyze expenditure trends and deviations and provide reports to management. Assist with re-allocation of funds and monitor movement of funds allocated within the budget. Confirm availability of funds regarding the requisition of goods and services.

		Processing, capturing and/or authorizing payments to customers on the SAP system, perform payroll functions, capturing and/or authorizing staff claims on Persal system. Management of reporting including accruals and commitments, Address audit queries and implement corrective measures. Prepare monthly and quarterly reports on budget expenditure. Approval of journals. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. NA Khan Tel No: (041) 508 9725
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 37/73</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 241025/02</u> (Re-advertisement, applicants who have previously applied must re-apply) Branch: Infrastructure Management Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Pretoria Office
	:	Relevant NQF level 6 qualification in Supply Chain Management or relevant qualification. One (1) year experience in supply chain management. The disclosure of a valid unexpired driver's license. Computer literacy. Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of Problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skill both (verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.
<u>DUTIES</u>	:	Supervise subordinates or staff. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Receive and verify goods delivered from suppliers prior performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Mphateng, Tel No: (012) 741 7318
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 37/74</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: 241025/03 (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Pretoria Office
	:	An NQF Level (4) or (5) (A Senior/Grade 12 Certificate or equivalent). Three (3) years' working experience in security. Security Certificate (A Minimum of 1 year of study) Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.
<u>DUTIES</u>	:	Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigations. perform unannounced visits or inspections
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MV Phosa, Tel No: (012) 741 7355/7378
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/